

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 1 September 2022** at 7.30pm in Launton Parish Hall

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

In attendance: The Clerk, Mrs Jane Olds; Cllr Angus Patrick (CDC); 5 members of the public

Apologies: None

1. To receive and accept apologies for absence

No apologies had been received.

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

5 members of the public attended the meeting. The landowner of Grange Farm presented the meeting with the revised footpath map which had been agreed between EWR and the OCC Footpaths team.

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

No representatives attended and no report was received.

5. Reports from District and County Councillors

Cllr Patrick (CDC) made a report. The Ukrainian refugee guests living in Cherwell could apply for a free bus pass which would be valid for three months. CDC had implemented a dedicated “cost of living” webpage on the website to consolidate all the links for support available. Cllr Patrick had met with the Keep Launton Free group who were objecting to the Richborough / Grange Farm planning application and had suggested that members of the group join the meeting but none were able to attend.

No report had been received from Councillor Corkin (OCC).

6. Minutes – to confirm the Minutes of the meeting held on 7 July, previously circulated

The Council **RESOLVED** that the minutes from the meeting on 7 July 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. Recording of Meetings Policy

The policy had been published on the website.

b. Parish Path Warden

The Clerk had written to the former Path Warden to thank him for his work. There were three villagers interested in taking over the role.

c. Bins

The Clerk had received a quote from Glasdon and had ordered the bins. The Council noted that due to the increases in costs, the Sherwood bin had increased in price from the quote obtained in February from £348.86 to £384.39.

8. Governance and Consultations

a. Councillor Vacancy – to consider the vacancy and any applications for co-option

No applications had been received.

b. Fixed Assets – to receive reports on the condition of the Fixed Assets

The Council received reports from the Councillors:

- Councillor Briant reported on the condition of the dog waste bins and litter bins. The foot pedals on the dog waste bins in the West End turning area and in Sycamore Road were not working, the bin by 11 West End was slightly wobbly and the bin by the churchyard footpath needed a clean; otherwise most were in good condition.
The bottom had fallen out of the litter bin in Sycamore Road and it was suggested that the bin which was currently outside Costcutter, which was due to be exchanged for a new bin, could be re-sited in Sycamore Road.
- Councillor Dowman reported that the bus shelters on Station Road and on Bicester Road near Sherwood Close were in good condition; the Perspex cover of the shelter by The Bull needed replacement, but this would need further consideration.
- Councillor Sanders reported that the Pump appeared in acceptable condition, but that the latch to the gate needed attention.
- Councillor Thompson reported that the village gates were starting to deteriorate but that EWR had been approached as part of their Community Engagement work to investigate whether they would be prepared to repair or replace them. The lettering on the war memorial was in need of repainting and the stone was in need of a clean; it was suggested that the War Memorials Trust could be approached for a grant to fund a professional clean and minor restoration.
- Councillor Turner reported that the wall by The Poplars had cracks in; that the land at The Poplars was becoming overgrown and that Gigaclear had left part of the area in an unacceptable state following their cabling works; the speed activated sign had a few bulbs missing and trees were shrouding it.
- Councillor Webber reported that the salt bins were all full, but that passersby still insisted on using them as rubbish bins; West End footpath was in good condition; the middle slat on the bench on Bicester Road by the War Memorial needed attention as the screws were protruding and the bench in Sycamore Road had slats bowing; the other benches were satisfactory.
- The Clerk reported that the noticeboards had been renovated; the Silent Soldiers would be checked when they were erected in October. The Parish Hall furniture would be checked in due course.
- The Glades and Sherwood Close grass areas had been omitted; these would be checked at a later date.

c. Policy Review

- i. Standing Orders** – to consider revisions to the Standing Orders following an update from NALC

Following the NALC recommendations, the Council **RESOLVED** to agree that the title Chairman would be changed to Chair, and all gender references would be changed to their / them.

- ii. Dignity at Work / Bullying and Harassment Policy** – to consider the draft policy to complement the Civility and Respect pledge

The Council **RESOLVED** to agree to adopt the policy based on the SLCC model.

- d. Community Governance Review** – to consider a response to the further proposal to adjust the Launton Parish boundaries (ends 9 September)

The Council considered the proposal to adjust the parish boundaries. The Council **RESOLVED** to object to the proposal as Launton's drainage was directly affected by the area. The Council would, therefore, prefer that it was kept within the Parish of Launton. Furthermore, as the area of land suggested was not to be built on it should be designated as a buffer between Launton and Bicester.

If CDC was minded to approve the adjustment, the Council **RESOLVED** to request that the boundary must be sited on the Wretchwick side of the railway line at the bottom of the embankment.

- e. Thames Water** – drainage and wastewater consultation (ends 22 September)

The Council **RESOLVED** to agree that the bafflegab quotient was substantial. While the goal of reducing backing up of sewers by 100% was admirable, there was no apparent plan in place to achieve the goal. Confidence in the plans would only increase when an achievable plan was in place.

- f. Alchester Medical Group and Montgomery House Surgery** – consultation on relocation of pharmacy dispensing rights (ends 10 September)

The Council considered the proposal and **RESOLVED** to agree that no comment was necessary.

- g. Code of Conduct** – to note that the training scheduled for September had been postponed

The Council noted that the training had been postponed and that the Clerk had recommended not adopting the new Code of Conduct until training had been undertaken due to the changes in the non-pecuniary interests requirements. The current Code of Conduct adopted by the Council in 2012 would remain.

- 9. Civility and Respect Pledge** – to consider signing up to the civility and respect pledge

The Council considered the Pledge and **RESOLVED** to agree to sign up to the principles within the document.

10. Finance

- a. To receive the Finance Report**

As at 16 August, the Accounts stood at:

Co-op Current Account	£26,498.56
Co-op Deposit Account	£22,413.19

Standing Orders		Date Cleared
Clerk's June salary (monthly)	£698.50	1/7/22
Launton Parish Hall storage (quarterly)	£90.00	1/7/22
Launton Lines July (monthly)	£110.00	4/7/22
Clerk's July salary (monthly)	£698.50	1/8/22
Launton Lines August (monthly)	£110.00	4/8/22
Income		Date Received
Jane Olds SLCC Conference Contribution	£49.00	8/8/22

The VAT reclaim for 1 April to 31 July for £2,040.25 was submitted on 31 August.

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

- c. Banking** – to review the bank mandate and consider an additional signatory following Cllr Michael's resignation
The Council **RESOLVED** to remove Kyle Michael from the bank mandate and to add Councillors Briant and Dowman.

While Councillor Briant was Councillor Responsible for Internal Financial Control he would not make payments, but would have access to the accounts in order to be able to make the required checks.

- d. Internal Financial Control** – to receive a report from the Councillor Responsible for Internal Financial Control
Councillor Briant made an inspection on 21 July and reported that while everything was in order, one anomaly had come to light. The grass cutting invoices from Calber had been received for £236 but the actual quotation had been for £230. The Clerk had queried the quotation amount with the supervisor who had informed her that it was a typographical error and the quotation should have been for £236 – for which he apologised. The Clerk also apologised for missing the change in amount.

- e. External Audit Conclusion** – to receive the report and certificate from the External Auditor
The Council **RESOLVED** to accept the Certificate and to note the comment regarding the need for the Internal Auditor to complete all the questions following the omission of one 'tick'.

No other comments had been made by the External Auditor. The Clerk had posted the Conclusion of Audit notice on the website and the noticeboards.

- f. External Auditor** – to consider the option to opt out of the SAAA central external auditor appointment arrangements
The Council considered the External Auditor provision for the next five years and **RESOLVED** to agree to remain within the current system.

The Council also noted the fee structure for the following five years and acknowledged that while the Council's expenditure remained under £50,000 it would cost £210, but if expenditure

increased (particularly due to the Parish Hall project) that there was an increasing scale of statutory charges.

- g. Invoices for payment** – to confirm expenditure made between meetings and consider and approve invoices for payment itemised on the Payment Schedule

Payments authorised by Cllr Webber which cleared on 5 August 2022

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Calber Facilities Management Ltd for July grass cutting (invoice no CL457904)	Urban grass cutting	2/12/21 14. a.	£236.00	£283.20
Bank Transfer	OALC for 28 September Roles and Responsibilities Course for Cllr Webber (invoice no W-2186)	Training	7/7/22 10. a.	£110.00	£132.00
Bank Transfer	TL Jenkins Landscaping Ltd for weed spraying and clearance of Station Road, and the alleyways between Sycamore Road, Yew Tree Close and Ancil Avenue (invoice no 3461)	Village upkeep and weed spraying	3/2/22 14.	£630.00	£756.00
Bank Transfer	SLCC for SLCC Conference 2-3 November (invoice no BK206833-1)	Training	9/6/22 10. b.	£499.00	£564.80

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 August grass cutting (invoice number CL tbc)	Urban grass cutting	2/12/21 14. a.		£tbc
Bank Transfer	SB & EC Thompson – Handmade in Bicester – for noticeboard repair (invoice number HIBQ032)	Noticeboards	1/9/22 14. a.	£220.00	£220.00
Bank Transfer	Moore for External Audit limited assurance review (invoice number 312982)	Audit	1/9/22 10. e.	£200.00	£240.00

Councillor Thompson would authorise the payments.

Debit Card transactions to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
25/8/22	CSW online shop for 2 x M, 2 x L, 2 x XL Community Speedwatch Hi-vis jackets	Road Safety	9/6/22 13. a.	£126.99	£150.39

11. Training

- a. **OALC and SLCC** – to consider any further training offered by OALC and SLCC
The Council **RESOLVED** to agree to Councillor Turner attending the OALC Internal Controls training on 20 October.

12. 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: 22/01978/DISC**
Proposal: Discharge of Condition 10 (Masterplan and Design Code) of 16/01268/OUT
Location: South East Bicester, Wretchwick Way, Bicester
The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.
- ii. **Application Number: 22/02258/F**
Proposal: Variation of conditions 2 (plans), 4 (stone sample panel), 5 (slate sample) and 6 (doors & windows) of 21/02443/F
Location: Land South West Of South Riding, Station Road, OX26 5DS
The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.
- iii. **Application Number: 22/02333/F**
Proposal: Existing roof raised half a storey to create new first floor. Side extension and single storey rear extension.
Location: Janstead, Bicester Road, OX26 5DP
The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.
- iv. **Application Number: 22/02350/F**
Proposal: External alteration to Building 119, involving replacement of shutter door with glazed door/window
Location: Building 119 Bicester Heritage Buckingham Road Bicester OX27 8AL
The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.

Two further applications had been received between the publication of the agenda and the meeting, but these would be considered at the October meeting.

b. To note notices of decision

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
Permission for development subject to conditions (8 July)

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
Permission for development subject to conditions (10 August)

c. Planning Appeal – to consider whether a further response is necessary

i. Appeal reference: 22/00039/REF

Planning Inspectorate reference: APP/C3105/W/22/3301485

Application number: 21/04112/OUT

Proposal: Outline application for the erection of up to 65 dwellings, including up to 8 live-work dwellings (use class sui generis), public open space, access, infrastructure and demolition of existing buildings (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

The Council noted that a Planning Inspector had been allocated to hear the appeal. A hearing would be convened in the Council Chamber at CDC's offices at Bodicote House on 11 October.

The Council **RESOLVED** to stand by the original objection but wanted the Planning Inspector to note the concern about the recent water failures, both in terms of foul and fresh water, as they demonstrated that the infrastructure was even more inadequate than previously apparent and, therefore, requirements of the planning obligation should be more stringent.

13. Parish Hall Project

a. Progress report – to receive a report

As noted above, the Planning Application approval had been received. Further questions from the Architect had been received and would be considered at a meeting of the Working Group on 5 September.

14. Village Matters

a. Noticeboard Repairs – to note and retrospectively approve the quotation for the repair of the noticeboard by The Bull and the repainting of the Parish Hall noticeboard

Due to the nature of the repairs required and the need to get them completed over the summer, the Clerk had used her delegated powers to consult with the Chairman and Vice Chairman as provided and they had agreed that the work should be undertaken.

The Council **RESOLVED** to confirm the work:

- the noticeboard by The Bull: take off and repair right hand viewing panel, renew bottom beading to left hand panel. Clean down, prepare and apply two coats of Ronseal 10year Woodstain to roof, noticeboard and posts £135
- the Parish Hall noticeboard: strip down, prepare and apply undercoat and 1 coat of white gloss £85.00

b. Emergency Plan – to receive an update

The Clerk had written to all the previous volunteers asking them to complete a GDPR form and was waiting for the forms to be returned. The Clerk had sent a draft copy of the revised plan to Paul Mann at the County's Emergency Planning Team and was awaiting his response.

9.20pm: The Council **RESOLVED** to agree to extend the meeting until 9.50pm.

c. The Glades: wooden rail fence – receive quotations for the repair of the fencing bounding the grass area

The Council **RESOLVED** to agree to discuss the item in Confidential session at the end of the meeting.

d. Speedwatch project – to receive a progress report and confirm the order for the equipment required

The Clerk had ordered the Community Speedwatch branded hi-vis vests (paid by debit card) together with the signs to go on the village entrance signs.

The Council **RESOLVED** to agree to the purchase of a Bushnell - Velocity Speed Gun - Point & Shoot +/- 1 MPH – from Amazon at a cost of £159.96 excluding VAT together with batteries, as recommended by Community Speedwatch.

e. Traffic volumes – to note the traffic volumes and ask Oxfordshire County Council for advice
It was hoped that a meeting with Oxfordshire County Council would be convened on either 8, 13 or 15 September.

f. 17 Bus service – to receive an update

The Council had received confirmation that the OCC Bus team had managed to secure funding for the route 17 bus for a further three years and had also managed to improve the timetable.

The timetable had been published on the Parish Council website and the Clerk had written an article for *Launton Lines*.

g. Defibrillator – to receive an update

Councillor Thompson reported that she had received a notice from The Circuit over the summer recalling the defibrillator in order that a software update could be added. It had been removed for the update and speedily replaced and was now all in order. Councillor Dowman would take over the day-to-day administration of the defibrillator and would be supported by Councillor Thompson and the Clerk, all of whom were registered with The Circuit.

h. Poppy Wreath – to consider a donation to the Royal British Legion for the Remembrance Day poppy wreath

The Council **RESOLVED** to agree to contribute £50 for the poppy wreath. The wreath would be ordered.

i. Yew Tree Field – to receive an update

The Clerk reported that a great deal of work had been done by the OCC Footpaths team and a CDC team over the summer to improve the access over the stile and over the ditch to the Playing Field.

It was hoped that LPFA would be investigating grants to improve the footpath from the Yew Tree entrance over their area.

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

a. A villager – regarding parking at the crossroads

The Council noted the concerns and hoped that this would be addressed in the meeting with OCC Highways.

b. A villager – regarding drainage issues behind Sharpes Cottages

The Council noted the concerns. The Clerk had informed the villager that this was an issue which was the responsibility of Cherwell District Council, but would forward the correspondence to the District Councillors for further action.

16. Attendance at Meetings and Reports from meetings / courses

a. CDC Local Plan Workshop – 12 September 7pm – 9pm (online and at Bodicote House)
Councillor Sanders hoped to be able to attend.

b. Cherwell and Ray Catchment Partnership Meeting – 19 September, 10am, Blackthorn
No one was available.

c. OU Hospitals Public Meeting – 22 September, 7pm, Oxford Town Hall
No one was available.

d. Police Rural Resilience Meeting – 26 October, 7pm, Chesterton
Councillors Dowman, Turner and Webber hoped to attend.

e. CDC Parish Liaison Meeting – Wednesday 16 November (online, time tbc)
Councillors Thompson and Turner hoped to attend.

17. Reports

a. Chairman's Report

The Chairman had nothing further to report.

b. Clerk's Report

The Clerk reported that she had hoped to work with the Historical Society on finding grants to create a digital archive of the Historical Society's paperwork.

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

a. Oxfordshire 2050 Plan – to note that the current iteration had been scrapped.

b. Chapel Graveyard Plan – the Clerk had received a copy of the graveyard plan for the graves in the chapel on Station Road

- c. **Waymarkers** – Councillor Thompson asked the Clerk to find out about the availability of waymarkers for the footpaths.

19. Date of next meeting – Thursday 6 October 2022 at 7.30pm, in Launton Parish Hall

9.42pm: All members of the public left the meeting

Confidential Session

20. The Glades: wooden rail fence – to receive quotations for the repair of the fencing bounding the grass area

The Council had received three quotations and **RESOLVED** to agree to accept Mr Michael MacArthur's quotation:

To take down and remove from site 6 posts and 6 rails from the fence in the Glades Launton. To supply and fix in place with concrete 6 new 100x100mm posts with V cut in top. To supply and fix to posts 6 100 x100x3000mm rails. All wood to be pressure treated £642.80 plus VAT

The costs of the work would be taken from the Glades Reserve.

The meeting closed at 21:48pm.

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.....