

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 10 November 2022** at 7.30pm in Launton School 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; 1 representative from Launton Communications Group (also attending as Launton Parish Transport Representative); 4 members of the public

Apologies: None.

1. To receive and accept apologies for absence

No Councillor 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

4 members of the public attended the meeting.

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

Mr Singh sent a written report. The programme of HGV movements between the A1 and A2 compounds was ongoing, but the movements were causing disruption to the village roads, despite assurances that ‘bin’ day and school drop off and pick up times would be avoided. The HGV movements should be complete by Friday 18 November.

5. Reports from District and County Councillors

Cllrs Coton and Patrick sent apologies and a written report which had been circulated.

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

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

The Council **RESOLVED** that the Minutes from the meeting on 6 October 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. Policies

The Online Banking procedure had been updated and published.

b. OCC Flood Warden Scheme

The Clerk had included the request for volunteers in the regular *Launton Lines* article and would follow it up with a social media advert.

8. Governance and Consultations

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

No applications had been received.

b. Community Governance Review – to note the conclusions

The Council noted the recommendations of the working group which were agreed at a meeting on 19 October.

The primary recommendation agreed was that the parish boundary between Bicester, Ambrosden, Blackthorn and Launton was to be amended so that the Wretchwick Way development would become part of Bicester. The boundary with Launton would be the southern side of the railway, as requested by the Parish Council.

The next scheduled parish election for Launton would be brought forward by one year to May 2023, to implement the changes. However, the next Council term would be for five years so the election after May 2023 would be 2028.

c. Policy Review

i. Data Protection Policy and Disclosure Log – to review the policy

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

d. Emergency Plan – to consider and adopt the revised Emergency Plan

The Council considered the Emergency Plan and **RESOLVED** to agree to adopt it once the minor typographical errors had been corrected. The Council wished to thank all those who had been prepared to be contacted in the event of needing to put the plan into action.

9. Finance

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

As at 14 October, the Accounts stood at:

Co-op Current Account	£38,733.72
Co-op Deposit Account	£22,413.19

Standing Orders

		Date Cleared
Clerk's September salary (monthly)	£698.50	3/10/22
Launton Parish Hall storage (quarterly)	£90.00	3/10/22
Launton Lines (monthly)	£110.00	4/10/22

Income

		Date Cleared
Caversfield Parish Council Contribution to SLCC Conference	£150.00	7/10/22

b. Bank Statements – to acknowledge scrutiny and acceptance of the previously circulated bank statement

The bank statement was reviewed and accepted.

c. Budget Monitoring – to consider the budget monitoring to end of September

The Council received the report.

The Hall Hire and Storage was over budget, but it had already been agreed to use £192 from the Contingency Reserve to cover the overspend.

The Parish Hall Project had gone over budget, but any shortfall would come from the Reserve set aside specifically.

The Training Budget expenditure totalled £749.00, but the account had received £199 in contributions from external sources, so the actual spend was £550 which left £150 available for the rest of the year.

d. Internal Financial Control – to receive a report from the Councillor Responsible for Internal Financial Control

Councillor Briant and the Clerk met on 27 October. Councillor Briant reported that all was in order, but raised that the Councillors who authorise the payments at the bank should also initial the invoices and the payment schedule.

e. External Auditor – to note that Moore has been appointed as the External Auditor for the next five years

The Council noted the appointment.

f. Staff Salary – to note the NALC revised cost of living salary scale for the Clerk for 2022/23 together with the amount backdated to April

The Council noted the NALC revised salary scales and the “cost of living” increase of £1 per hour to £13.70 on Scale Point 16 (agreed at the 25 May Staffing Committee). This would make the total monthly expense £753.50.

The Council also noted the total backdated pay calculated for the year from April to October was £365.00 which would be paid separately on 1 December once the HMRC calculations had been completed.

g. Invoices for payment – to consider and approve invoices for payment itemised on the Payment Schedule

The Council **RESOLVED** to agree the following payments which Councillor Webber would authorise.

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank transfer	Royal British Legion for Poppy Appeal	General Grants	1/9/22 14. h.	£50.00	£50.00
Bank transfer	Oxfordshire Citizen’s Advice appeals to Volunteer Connect and the Driving Service	General Grants	6/10/22 9. c. i.	£100.00	£100.00
Bank transfer	J Olds for admin costs (printing £46.09; laminating £0.40; postage £4.48)	Admin costs	7/4/22 8. g. iii.	£50.97	£50.97
	J Olds for mileage expenses	Mileage expenses	7/4/22 8. g. iii.	£36.00	£36.00

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
	Total				£86.97
Bank transfer	Oxfordshire Association of Local Councils for Councillor Fundamentals Course for Cllr Briant (Invoice no: W-2311)	Training	10/11/22 11. a.	£55.00	£66.00
Bank transfer	D J Moore for garden maintenance work in The Glades and Sherwood Close (Invoice no: DM00086)	Village Upkeep and Weed Spraying	5/8/21 12. b.	£90.00	£90.00
Bank transfer	Lexis Nexis for 13 th edition of Local Council Administration (Invoice no: IO985442W)	Admin Costs	7/7/22 8. e.	£138.99	£138.99

10. Launton Lines Grant – to consider an application from the Launton Communications Group for financial support for *Launton Lines*

The Representative from the Launton Communications Group presented a paper outlining the projected costs for the forthcoming year. This included the increase in printing costs due to the rate of inflation together with the increase in print run following the occupation of the new houses in the ‘Launton Mews’ development.

The Council **RESOLVED** to agree that the monthly grant amount be increased to £170 per month from April 2023.

11. Training

- a. OALC and SLCC** – to consider any further training offered by OALC, NALC and SLCC
The Council **RESOLVED** retrospectively to agree to Councillor Briant attending the OALC Councillor Fundamentals Course.

The Clerk brought the new Breakthrough Communications Courses to the attention of the Council.

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: 22/02973/F

Proposal: Two storey extension to rear of existing cottage and internal refurbishment (resubmission of 19/01069/F)

Location: 12 Sharpes Cottages, Station Road, OX26 5BU

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: 21/02097/F

Proposal: Demolition of existing bungalow and construction of 4 new dwellings.
Existing vehicular access to be widened

Location: Salamanca, Bicester Road, OX26 5DQ

Permission for development subject to conditions (7 October)

ii. Application number: 21/04112/OUT

Appeal reference: 22/00039/REF

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

Appeal allowed by the Planning Inspector (3 November)

13. Parish Hall Project

a. Progress report – to receive a report

The Chairman reported that the Working Group had met to discuss questions which the architect had raised, particularly to do with the flooring in the lobby and toilet areas and the kitchen layout. Costings for the project were currently awaited.

The Grants group was investigating further sources of funding.

14. Village Matters

a. Traffic

i. Speedwatch project – to receive a progress report

The Council had received a report from the Speedwatch Co-ordinator. The group currently had 11 volunteers. Three sessions had taken place in October with one vehicle exceeding the limit.

ii. Traffic issues – to receive a progress report

The Clerk reported that the request for a temporary pedestrian crossing had been acknowledged and implemented by the A41 developers. The crossing was installed on 28 October ready for the new school term.

The Clerk had written a report which had been published in *Launton Lines* and on Facebook about the actions which the Parish Council had taken to date about the roads and this had been broadly welcomed.

The Parish Council did not have the power to limit the traffic through the village, but hoped to work with the County Council in order to deter 'rat running' or inconsiderate driving through the village.

iii. Transport Needs Survey – to receive a report

The Parish Transport Representative reported that he had received 34 responses to the survey. It was acknowledged that the regular bus service between Bicester and Aylesbury was not as convenient as the previous S5 service because it did not accommodate a through service to Oxford and it was occasionally unreliable. However, it was noted that if the service was not used by the villagers that it may not be continued once the current funding had been used.

There were also a number of comments on parking.

b. Bus Shelter by The Bull – to consider the future course of action for the shelter

The Clerk had received confirmation that the Perspex could not be cleaned to a satisfactory standard but was still waiting for a quotation to replace the Perspex.

c. Bins – to receive an update on the installation of the new bins

The Council wished to thank the volunteer who installed the new bins by Costcutter and Island Pond Wood together with transferring the old bin outside Costcutter to replace the one at the corner of Blenheim Drive. The Council also wished to thank the donor of the paving slabs to mount the bins on.

d. Island Pond Wood – to receive a report from the appointed Councillor

Two successful events – the Apple Day and the Hallowe'en day – had taken place in the last two months. The Apple Day raised about £300.

The Trust for Oxfordshire's Environment (TOE2) had awarded the group a grant of £9,345 which would go towards thinning the wood together with the creation of two small ponds for natural habitats. The project had been held up waiting for the felling licence from the Woodland Trust.

The Committee had applied to the EWR Social Values team for assistance with constructing an accessible path on the southern side of the wood using materials left over from the A1 / A2 compounds together with the labour to do the work, but despite meetings on site with the EWR team it was not evident whether this would go ahead.

More committee members and volunteers for the work parties were needed.

e. Congregational Chapel War Memorial – to receive a report

The Clerk confirmed that the War Memorial was a fairly large structure mounted into the wall of the Chapel. It would require a stonemason to remove and re-install it. The names on the memorial were already included on the village memorial.

The War Memorials Trust recommended that, in general, memorials should be maintained on the original site if at all possible. The Clerk had asked the Trustees selling the Chapel to find out what the buyers' plans were and was awaiting a response.

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

a. Villager – regarding yellow lines at the crossroads

16. Attendance at Meetings and Reports from meetings / courses

a. OALC Internal Controls Course – 20 October

Councillor Turner attended the course which he found interesting. He was pleased to report that many of the recommendations were already implemented.

b. Police Rural Resilience Meeting – 26 October, Chesterton

Councillor Webber and the Clerk attended the meeting. It was very well attended by a wide variety of parishes. The Police Officer responsible for the TVP Speedwatch programme made a presentation followed by the Police and Crime Commissioner – Matthew Barber.

c. SLCC Conference – 1 – 3 November

The Clerk attended the conference and provided the Council with a written report.

d. OALC Councillor Fundamentals Course – 8 November

Councillor Briant attended the course.

e. CDC Parish Liaison Meeting – Thursday 17 November (online via Teams 6pm – 8pm)

Councillor Turner and the Clerk would attend.

f. CDC Code of Conduct training – Wednesday 23 November

The Clerk had been informed that the training was just for Clerks. The Clerk had asked when the date for the Councillors would be arranged.

g. OCC Vision Zero Summit – Thursday 24 November 9.30am – 4.15pm, The Kings Centre, Osney Mead, Oxford, OX2 0ES

No Councillors were available to attend.

h. CDC LGA Corporate Peer Challenge – Thursday 1 December – 11.30am – 12.30pm, Bodicote House

No Councillors were available to attend.

i. Staffing Committee – to agree a meeting date

The Council **RESOLVED** to agree to hold the Committee meeting after the Parish Council meeting on Thursday 1 December.

17. Reports

a. Chairman's Report

The Chairman had nothing further to report.

b. Clerk's Report

The Clerk had started work on the 23/24 budget.

18. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 24 November.

19. Date of next meeting – Thursday 1 December 2022 at 7.30pm, in Launton Parish Hall

The meeting closed at 21:25pm.

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.....