

LAUNTON PARISH COUNCIL

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

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

In attendance: Cllr Angus Patrick (CDC), Cllr Gemma Coton (CDC) (from 8.00pm); The Clerk, Mrs Jane Olds; 5 members of the public

Apologies: Mrs Abigail Dowman

1. To receive and accept apologies for absence

The Council received and accepted apologies from Councillor Dowman.

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

Five 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 report. The track was currently being laid which included over 3km in the last shift; an ongoing programme of snagging works was under way and the compound reinstatement programme was under way and on target.

The delivery of stone to Island Pond Wood had been completed.

The Grange Farm landowner reported that some further work had been completed on the Public Right of Way, but it had still not been opened.

5. Reports from District and County Councillors

Cllr Patrick (CDC) reported that the Local Plan consultation had been delayed by a month due to the housing numbers needing to be finalised. CDC was currently finishing the budget for 2023/24.

Cllr Patrick would also ask OCC about whether the village could take part in a Low Traffic Neighbourhood scheme.

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

6. Minutes – to confirm the Minutes of the meeting held on 10 November, previously circulated

The Council **RESOLVED** that the Minutes from the meeting on 10 November 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. Banking

The Bank mandate had been posted to the Co-op.

b. Data Protection Policy and Disclosure Log

The Clerk had published the policy.

c. Emergency Plan

The Clerk was still waiting for a few volunteers to respond. She would publish the final version of the plan shortly.

d. Minute Guard Book

The Clerk had ordered the Guard Book, but it was currently out of stock.

8.00pm Cllr Coton joined the meeting

8. Code of Conduct

- a. Adoption of the revised Code of Conduct** – to consider adopting the Code of Conduct recently adopted by Oxfordshire County Council and Cherwell District Council as the code for members and co-opted members of Launton Parish Council. This will replace the current Code of Conduct

The Council considered the Code of Conduct and **RESOLVED** to agree to defer adoption until the text had been properly agreed with CDC.

- b. Monitoring Officer notification** – to note that the Clerk will inform the Monitoring Officer of the adoption

The Council **RESOLVED** to note that the Clerk would not notify the Monitoring Officer until the Council had adopted the Code of Conduct.

- c. Register of Members' Interests Forms** – to note that new Register of Members' Interests forms must be completed in line with the new Code of Conduct

The Clerk provided the Councillors with the new forms which must be completed and returned to the Clerk in order that they could be sent on to the Monitoring Officer following the adoption of the new Code of Conduct.

9. Governance and Consultations

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

No applications had been received.

- b. OCC Consultation** – Bicester Road (Launton) Proposed Rail Bridge Pedal Cycle Measures

The Council considered the scheme and **RESOLVED** to object to the current proposals.

The proposals forced cyclists coming from the Bicester direction to cross the oncoming stream of traffic to enable them to wait in the 'cycle box' ahead of the main stop line for traffic at the traffic lights. The Council requested that more work and thought should be put to the project before implementation.

- c. Boundary Commission for England** – to consider the consultation for the review of parliamentary constituencies

The Council **RESOLVED** to respond that the Council was in favour of the proposed boundaries.

- d. Telephone connection for the Clerk** – to consider a separate Parish Council telephone number
The Council considered the proposal and **RESOLVED** that the Clerk should look into a Voice Over IP (VOIP) system which could have a Bicester (01869) dialling code. The Clerk would provide options to a future meeting.

e. Policy Review

- i. Financial Regulations** – to review the document

The Council reviewed the Financial Regulations and **RESOLVED** to agree to adopt the document with no further changes.

- ii. Expenses Policy** – to review the Policy

The Council reviewed the Expenses Policy and **RESOLVED** to agree to adopt the document with the recommended additions.

- iii. Social Media Policy** - to consider the Policy

The Council **RESOLVED** to agree to defer consideration of the policy until the Clerk had had an opportunity to review the new policies provided by the Civility and Respect project.

10. Finance

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

As at 16 November, the Accounts stood at:

Co-op Current Account	£36,621.90
Co-op Deposit Account	£22,413.19

Standing Orders		Date Cleared
Clerk's October salary (monthly)	£698.50	1/11/22
Launton Lines (monthly)	£110.00	4/11/22

Income

None

The Tax Base Figure from CDC was still awaited.

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

The bank statement was reviewed and accepted.

- c. Invoices for payment** – to consider and approve invoices for payment itemised on the Payment Schedule

The Council noted the invoice which had been omitted from the November Payment Schedule which was authorised by Councillor Webber and paid on 14 November

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Skid Steer Services for repair fencing in the Glades	Village Upkeep and Weedspraying	1/9/22 20.	£642.80	£771.36

The Council **RESOLVED** to agree the following payment which Councillor Thompson would authorise.

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank transfer	J Olds for back pay from April to October 2022 (excl contributions)	Clerk's Salary	10/11/22 9. f.	£356.54	£356.54

The Council **RESOLVED** to note the Debit Card transaction.

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
24/11/22	HMRC Employer and Employee contributions	Clerk's Salary	10/11/22 9. f.	£58.21	£58.21

11. Training

- a. **OALC and SLCC** – to consider any further training offered by OALC, NALC and SLCC

The Council **RESOLVED** to agree to booking three places for Councillors Sanders and Turner and the Clerk (or another Councillor) on the NALC Local Councils and Community Engagement event on Wednesday 25 January 2023 between 12.00noon and 1.15pm at a cost of £30 per ticket plus £2.44 booking fee each.

The Clerk hoped to attend the SLCC Practitioners Conference in Kenilworth on 1 and 2 February.

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: 22/03333/F and 22/03335/LB**

Proposal: Demolition of existing rear extensions. Demolition of existing detached barns. Part two storey, part single storey extension to dwellinghouse, alterations to existing ancillary buildings and construction of new carport and swimming pool

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.

ii. **Application Number: 22/03368/F**

Proposal: Removal of existing flat roof and construction of pitched roof to match existing

Location: 34 Blenheim Drive, OX26 5EA

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

iii. Application Number: 22/03359/F

Proposal: Single storey side & front extension, insulated external render added to existing house, existing garage rendered, new pitched roofs over existing doors and increased dormer cheek insulation and existing roof tiles replaced

Location: Old Paddock, Bicester Road, OX26 5DP

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

iv. Application Number: 22/03427/F and 22/03428/LB

Proposal: Proposed single storey extension with internal & external alterations

Location: Freeman House, 54 West End ,OX26 5DG

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

Received 28/11

v. Application Number: 22/03501/ADV

Proposal: Illuminated 'polestar symbol' sign

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.

b. To note notices of decision

i. Application Number: 22/02432/F

Proposal: Proposed single storey front and rear extension

Location: 6 Chestnut Close, OX26 5DE

Permission for development subject to conditions (9 November)

ii. Application Number: 22/02519/F

Proposal: Retrospective: Construction of an earthwork bund extension with landscaping.

Location: The Tythe Barn, Charbridge Lane, OX26 4SR

Permission for development subject to conditions (25 November)

c. To note Tree Preservation Order

i. Number: TPO 29/2022

Details: One Oak Tree located on part of land east and adjacent to roundabout at junction of Bicester Road, Launton, and north-east of Skimmingdish Lane, Bicester, Oxon.

13. Parish Hall Project

a. Progress report – to receive a report

The Working Group hoped to be able to submit an expression of interest to Cherwell District Council for the UK Shared Prosperity Fund and Rural England Prosperity Fund (REPF). An appropriate form of words was being put together with advice from the architect.

The Clerk had been working on finding the correct procedure and details about whether it was necessary to submit the tender on Contracts Finder and had asked OALC for advice.

The Clerk had received a list of the S106 Funds which were still available and would be talking to the CDC Officers about how to receive the funding.

14. Village Matters

a. Footpath outside Costcutter – to receive a progress report

The Clerk reported that OCC had made a rudimentary repair. The Clerk had made a no parking sign and the Costcutter proprietor had placed cones to prevent cars parking on the new tarmac.

b. Traffic – to receive an update

It was explained to the meeting that the temporary pedestrian crossing had been installed by the A41 developers as agreed with OCC; the layout and position had been agreed previously according to the various Highways regulations. The access ramps created a natural ‘pinch point’ which it had hoped would act as traffic calming; it was not designed to allow two vehicles to pass side by side. The area outside school was deemed the only position suitable for a crossing due to the number of drive and road entrances along the Bicester Road. The dropped kerbs for drives could not be used because that could impede the lawful access to private property.

i. Charbridge Lane – to note the new 40mph speed limit

The Council **RESOLVED** to note the Order changing the limit.

ii. Speedwatch project – to receive a progress report

No report had been received. The Speedwatch process was explained to the members of the public attending the meeting.

c. The Poplars – to consider a quotation for tidying the ‘scrub’ area between the War Memorial and the Thames Water Unit

The Council **RESOLVED** to agree to David Moore’s quotation of £100 for the first session with regular spring and autumn work at £40 per session.

15. Medical Practices Relocation

– to note the agreement of the relocation of the Alchester Medical Group (Victoria House Surgery and the Langford Medical Practice) and Montgomery House Surgery to the New Bicester Health Hub, Former Rodney House, Private Drive off Graven Hill Road (currently Ambrosden).

The Council noted the relocation of the medical practices to Graven Hill.

16. Correspondence

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

a. Victoria Prentis MP – regarding the state of the road up to the Sports and Social Club

b. A Villager – regarding dangerous driving through the village

17. Attendance at Meetings and Reports from meetings / courses

a. CDC Parish Liaison Meeting – Thursday 17 November – to receive a report

Councillor Turner represented the Council at the meeting. Cllr Barry Wood gave his usual overview of the work of CDC which included the completion of the 'decoupling' from OCC, a new Annual Delivery Plan which had been produced for the new stand-alone council (the first time in many years), the Local Government Association Peer Review process and the budget. Other topics included a presentation about the UK Shared Prosperity Fund; tax base calculations and precept setting; internal controls and fraud prevention (given by the Clerk in her capacity as Oxfordshire Branch SLCC Chairman) and the Civility and Respect pledge.

b. CDC Code of Conduct training – Wednesday 23 November

The Clerk had attended the meeting having been informed that CDC did not intend to provide any training for Councillors. The Clerk, and her colleagues, had asked for this decision to be reversed due to the importance of the Code of Conduct for all Councillors.

The Clerk provided a link to the training which had been given by the South and Vale Monitoring Officer as an alternative.

18. Reports

a. Chairman's Report

The Chairman had nothing further to report.

b. Clerk's Report

The Clerk reported that the Silent Soldiers would be taken down shortly. The Clerk also reported that she had just been elected as Vice Chair of the SLCC National Forum; she hoped to be able to be a voice for the smaller parishes in the sector.

19. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Monday 19 December.

20. Date of next meeting – Thursday 5 January 2023 at 7.30pm, in Launton Parish Hall

The meeting closed at 9:25pm.

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.....