

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 2 February 2023** 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: Cllrs Gemma Coton and Angus Patrick (CDC); The Clerk, Mrs Jane Olds; 1 of the Parish Footpath Wardens (left 7.53pm), 3 members of the public (1 left 7.37pm)

Apologies: Mrs Abigail Dowman

1. To receive and accept apologies for absence

The Council received and accepted Cllr Dowman'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

3 members of the public attended the meeting.

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

No report had been received. The owner of Grange Farm had met with EWR contractors but the footpath work had not been completed.

5. Reports from District and County Councillors

Cllr Patrick (CDC) reported that the Local Plan consideration had been postponed (see item 12. c. for further information).

The Executive Committee would be considering offering grants to parishes to celebrate the Coronation.

No date had been arranged for the Code of Conduct training or the Planning session.

Cllr Patrick had been approached by a villager to apply to nominate the Launton Arms as an Asset of Community Value. The Parish Council would consider the request at the March meeting.

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

7.37pm: one member of the public left the meeting.

The Council **RESOLVED** to agree to bring forward discussion of Agenda Item 15. b.

6. Village Matters

a. Public Rights of Way – to receive an update from the Footpath Wardens

The Footpath Wardens reported that there was no date when the PROWs, closed by the EWR works, were to be re-opened.

The kissing gates on the southern (Tythe Barn) footpath had been moved to the correct place. OCC had agreed to install a “Pedestrians Crossing” sign on the Charbridge Lane.

As had already been mentioned, the Grange Farm path was still awaiting completion. EWR was doing some work to fill a few of the ruts on the section of path leading up to the bridge, but OCC was still waiting to receive a proposal to rectify the flooded section at the culvert. The paths beyond the railway looked complete and the Path Wardens would be following up when they were due to be opened.

7.53pm: the Footpath Warden left the meeting.

7. Minutes – to confirm the Minutes of the meeting held on 5 January previously circulated
The Council **RESOLVED** that the Minutes from the meeting on 5 January be accepted as a true record and were signed by the Chairman.

8. Update on progress from the Minutes – the Clerk / Chairman to report on progress of outstanding items which do not require further decision

a. Policy Review

The Communication Policy had been published.

b. Budget and Precept

The Clerk had written a piece about the budget and precept for *Launton Lines* and for the website. A post about the increase would be published in due course.

The Clerk had received confirmation from CDC that the correct amount had been noted.

c. Minute Book

The new Minute Book had been received and the November and December Minutes had been pasted in.

9. 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

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

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 had provided the Council with a link to the training given by the Monitoring Officer at South Oxfordshire and Vale of White Horse District Councils as CDC still had not given dates for District Council training. The Clerk had corrected the Code of Conduct text with the factual responsibilities regarding the Monitoring Officer and Proper Officer which had become confused.

The Council **RESOLVED** to agree to the proposed updates to the Code but to defer adoption for one month for Councillor Turner to correct the formatting of the document.

10. Governance and Consultations

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

No applications had been received.

b. Telephone connection for the Clerk – to consider further options

The Clerk had looked in depth at the VOIP connection, however many of the connections still required a mobile telephone number for administration purposes. Verification codes for HMRC and the bank were also sent to a mobile number.

The Clerk, mindful that it could be thought by some as a barrier to communication, had also discussed the idea of the Council having a mobile telephone number with some villagers including the Chair of the Over-60s group. The general consensus was that it would not dissuade members of the public from contacting the Council.

The Council **RESOLVED** to agree to the purchase of a refurbished iPhone SE2020 up to a cost of £130.00 (excl VAT) together with a Virgin mobile sim-only pay monthly 30 day rolling contract at £6.00 a month.

c. Policy Review

i. Document Retention Policy and Retention List

The Council **RESOLVED** to agree to defer the policy until SLCC had published the updated version which covered the 2018 Data Protection Act.

ii. Planning Pre-application Protocol

The Council considered the minor changes and **RESOLVED** to agree the policy.

11. Finance

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

As at 16 January, the Accounts stood at:

Co-op Current Account	£34,187.14
Co-op Deposit Account	£22,438.83

Standing Orders		Date Cleared
Clerk's December salary (monthly)	£753.50	3/1/23
Launton Parish Hall storage (quarterly)	£90.00	3/1/23
Launton Lines (monthly)	£110.00	4/1/23

Direct Debits		Date Cleared
Dropbox Annual Subscription	£95.88	10/1/23

Income

None

The fobs for the online banking had been received and distributed to Cllrs Briant and Dowman.

The Clerk had completed the questionnaire for the Internal Auditor.

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

The current account bank statement was reviewed and accepted.

- c. 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	Shaw's for Minute Guard Book (invoice no: 287703)	Admin costs	7/7/22 8. d.	£156.00	£187.20
Bank transfer	Open Spaces Society annual subscription	Subscriptions	7/4/22 8. d.	£45.00	£45.00
Bank transfer	Community First Oxfordshire annual subscription	Subscriptions	7/4/22 8. d.	£70.00	£70.00

12. Training

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

The Council noted the training and **RESOLVED** to agree to book one place on the NALC Emergency Planning session on 29 March (12 – 1.15pm) at a cost of £30 plus £2.68 booking fee plus VAT.

13. 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: 22/03873/F

Proposal: Installation and operation of a renewable energy generating station comprising ground-mounted photovoltaic solar arrays and battery-based electricity storage containers together with a switchgear container, inverter/transformer units, Site access, internal access tracks, security measures, access gates, other ancillary infrastructure and landscaping and biodiversity enhancements."

Location: Land North And Adjacent To Mill Lane, Stratton Audley

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

ii. Application Number: 23/00052/F

Proposal: New detached outbuilding including replacement boundary wall with new natural stone.

Location: Squires House, Station Road, OX26 5DX

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

iii. 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, OX27 8AL

The Council considered the application together with the additional information from the Planning Officer and **RESOLVED** that there were no comments or objections to the proposal.

b. To note notices of decision

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

Permission for development subject to conditions (6 January)

ii. Application Number: 21/02551/F and 21/02552/LB

Proposal: Demolition of the existing garage; the conversion, alteration, and repair of the existing barn and the erection of a single storey side extension to the existing barn to form ancillary accommodation relating to the main house - Yew Tree Farmhouse.

Location: Yew Tree House, Station Road, OX26 5DX

Permission for development subject to conditions (19 January)

iii. 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

Permission for development subject to conditions (24 January)

c. Cherwell Local Plan – to receive a report

The Council noted that a proposed consultation draft of the Plan was presented to the Council's Overview & Scrutiny Committee on 11 January 2023. The proposed draft and the comments of the Overview and Scrutiny Committee were subsequently reported to the Council's Executive on 19 January 2023. In the light of the Overview and Scrutiny Committee's comments, the Executive resolved to defer consideration until more work had been undertaken to address the issues raised. No date had been given for the new consultation programme.

14. Parish Hall Project

a. Arboricultural Method Statement – to consider quotations

To comply with the Planning Application Discharge of Planning Conditions, the Council considered three quotations to provide an Arboricultural Method Statement and **RESOLVED** to agree that RGS Arboricultural Consultants undertake the work at £465 plus VAT.

b. Progress report – to receive a report

The Council approved the design of the bin store provided by the Architects.

15. Weed Spraying - to consider and agree the contract

The Council **RESOLVED** to agree to TL Jenkins Landscaping Service Ltd quote to spray and clear Station Road, the alleyways between Sycamore Road, Yew Tree Close and Ancil Avenue, returning to clear and dispose of the dead waste for £725 plus VAT.

16. Village Matters

- a. **Speedwatch** – to receive a progress report
No report had been received.
- b. **Spring Village Tidy-up Day** – to consider a donation to the WI for refreshments
The Council **RESOLVED** to agree to make a contribution of £50 to the Launton Women's Institute for their assistance with the refreshments.

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

- a. **A Villager** – suggesting that mirror film be applied to the ground floor windows of the Bull opposite the crossroads.
- b. **A Commuter** – telephone complaint about the state of the Blackthorn and Bicester Roads.

18. Attendance at Meetings and Reports from meetings / courses

- a. **CPRE** – online discussion regarding CDC Local Plan – 26 January 6-7pm
Councillors Sanders and Thompson attended the meeting but as the Local Plan had not gone out to consultation there was little to comment on.
- b. **NALC Community Engagement Webinar** – 25 January
Councillors Sanders, Thompson and Turner, together with the Clerk, watched the webinar which was more focussed on larger towns and parishes than smaller ones.
- c. **A41 Ploughley Road Project Public Exhibition** – 2 February
Councillors Sanders and Thompson attended the public exhibition. It was understood that there would be permanent traffic lights at the A41 junction following completion of the works on 17 March; this was likely to encourage the continuance of drivers attempting to avoid delays by driving through the village. The concerns would be raised with the County Councillor.
- d. **Police Rural Resilience Group** – 15 February, 7pm at Chesterton Community Centre
The Clerk hoped to attend.

19. Reports

- a. **Chairman's Report**
The Chairman had nothing further to report.

- b. **Clerk's Report**

The Clerk reported that she had written a piece for *Launton Lines* to advertise the elections in May and she was due to attend an online briefing with the CDC Elections Team on 16 March.

The Clerk had attended the SLCC Practitioners' Conference on 1 and 2 February. The sessions included Lee Rowley MP, Parliamentary Under Secretary of State in the Department for Levelling Up, Housing and Communities; Self Motivation and Personal Empowerment; Government reforms of the planning system; cyber crime; youth engagement; memorial safety; a keynote session on "When Public Servants say No" and finally how to deal with the media in the event of a crisis.

20. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 16 February.

- a. **Howes Lane Road Closure** – the road would be closed between 24 July and 29 October for essential installation of SSE electricity cables.
- b. **Over-60s Group** – the Clerk would be talking to the group on 15 February about what a Parish Clerk does.

21. Date of next meeting – Thursday 2 March 2023 at 7.30pm, in Launton Parish Hall

The meeting closed at 8.48pm.

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.....