

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 2 March 2023** at 7.30pm in Launton Parish Hall

Councillors present: Mr Andrew Briant, Mrs Abigail Dowman, Mr Ed Sanders (Vice Chairman), Mrs Lesley Thompson (from 7.34pm), Mr Simon Turner (Chairman), Mrs Jaqueline Webber

In attendance: Cllr Angus Patrick (CDC); The Clerk, Mrs Jane Olds; 3 members of the public

Apologies: None

1. To receive and accept apologies for absence

There were no 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

Three members of the public attended the meeting. One member of the public informed the meeting that the large amount of water in the open ditch and pipes on the Grange Farm area of land was emanating from the EWR development.

7.34pm: Councillor Thompson joined the meeting

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

Mr Singh had left the programme. Ms Sa'id was unable to attend.

EWR had informed the Clerk that a maximum of five additional HGV movements per day between the A1 Compound and the new Station Road bridge were required between Monday 20 February and Friday 28 April. As amelioration for the work, the Clerk had requested speed indicator devices to assist in reducing the vehicle speeds along Bicester Road.

It was understood that the public rights of way around the Grange Farm area would be open within the next month.

Concern was raised about the speed of vehicles travelling over the new Station Road bridge constructed as part of the project. The Clerk would ask the Police to undertake speed checks.

5. Reports from District and County Councillors

Cllr Patrick (CDC) reported that the five year housing land supply had been recalculated; clarification was sought on how frequently the recalculation should take place.

The CDC budget and Council Tax requirement had been agreed at the end of February. CDC would be increasing the Council Tax demand by £5 per year for a Band D property.

It was understood that £42m towards the redevelopment of Bicester Town Centre / Market Square had been awarded by central Government.

6. **Minutes** – to confirm the Minutes of the meeting held on 2 February previously circulated
The Council **RESOLVED** that the Minutes from the meeting on 2 February 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. **Policy Review**
The Planning Pre-application Protocol had been published.
 - b. **Weed Spraying**
The Clerk had confirmed the contract with Mr Jenkins.
 - c. **The Poplars Work**
The Clerk reported that Mr Moore had completed most of the work at The Poplars with the help of two volunteers. He deliberately mulched the cuttings and spread them in the hedge in order that it would die down naturally and be a good habitat for invertebrates. The larger lengths of wood had been left for a villager to collect. Further work was due to be undertaken in due course.
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 document and **RESOLVED** to agree to adopt it.
 - b. **Monitoring Officer notification** – to note that the Clerk will inform the Monitoring Officer of the adoption
The Council noted that the Clerk would inform the Monitoring Officer.
 - 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 Councillors would complete their new forms and would return them to the Clerk in order that she could send them to the Monitoring Officer.
9. **Governance and Consultations**
 - a. **Councillor Vacancy** – to consider the vacancy and any applications for co-option
No applications had been received.
 - b. **Elections** – to receive a report about the forthcoming elections (4 May)
The Clerk had published a briefing note for prospective councillors on the website and would be attending a briefing provided by CDC on 16 March.

The Notice of Election was due to be published on Monday 27 March. All nomination forms would need to be delivered in person to CDC at Bodicote House between 28 March and 4 April.

c. Telephone connection for the Clerk – to receive an update

The Clerk reported that the iPhone and case had arrived and had been set up with a new Parish Council Apple account. The telephone number had been included in *Launton Lines* and would be updated on all documents in due course.

The Clerk reported that when she ordered the SIM, the cost of the Virgin connection had increased by £1 but that the data allowance had also increased. The Council **RESOLVED** to agree to the increase to £7 a month.

d. Policy Review

i. Training and Development Policy

The Council considered the policy and **RESOLVED** to agree it.

e. Launton Arms: Asset of Community Value – to note that no request had been received

The Clerk had published a briefing note on the website about the information required to make a nomination and was awaiting the proposal.

The Council **RESOLVED** to agree to defer the discussion until the full information had been received.

10. Finance

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

As at 16 February, the Accounts stood at:

Co-op Current Account	£32,818.94
Co-op Deposit Account	£22,438.83

Standing Orders

		Date Cleared
Clerk's January 23 salary (monthly)	£753.50	1/2/23
Launton Lines (monthly)	£110.00	6/2/23

Direct Debits

None

Income

None

The Clerk had received a letter from HMRC informing her that the Parish PAYE account was £62.30 in credit (a historical credit which had been paid during the handover between the former and current Clerk). As it was unlikely that this would be used in the foreseeable future, the Clerk had requested that the amount be refunded to the Parish Council bank account.

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

The current account bank statement was reviewed and accepted.

c. Grants – to consider any further grant requests

i. Clean Slate

The Council considered the grant request and **RESOLVED** to agree to a grant of £150 to be made from the General Grants budget.

ii. Launton Over 60s Club

The Council considered the grant request and **RESOLVED** to agree to a grant of £150 to be made from the General Grants budget.

iii. Friends of Island Pond Wood – for annual grass cutting assistance

The Council considered the application for assistance with the annual grass cutting for the wood and **RESOLVED** to agree to contribute £480 for the year 2023/24 to be made from the Village Upkeep and Weed Spraying Budget.

d. 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 Thompson would authorise.

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank transfer	CPRE for annual subscription	Subscriptions	7/4/22 8. d.	£36.00	£36.00
Bank transfer	Navitas Design for website hosting and SSL certificate (invoice no: 30773)	Website Hosting and Domain Name	7/4/22 8. d.	£74.99	£89.99
Bank transfer	J Olds for Admin Expenses (Printing £38.67; Laminating £0.80; Postage £2.66).	Admin Costs	7/4/22 8. g. iii.	£42.13	£42.13
	J Olds for Mileage Expenses	Mileage expenses	7/4/22 8. g. iii.	£33.57	£33.57
	J Olds for Meeting Costs	Meeting costs	7/4/22 8. g. iii.	£6.00	£6.00
	J Olds for working from home expenses (energy, broadband etc)	Home Working Expenses	7/4/22 8. g. iii.	£312.00	£312.00
	Total			£393.70	£393.70

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank transfer	PCMS Design (Porter Consulting and Management Services) (invoice no: 1199) for Design Services Stages E-F and G-H	Parish Hall Project	5/8/21 12. i.	£7,000.00	£8,400.00
	PCMS Design for Building Control Application Fee and Thames Water Asset Search Fee	Parish Hall Project	5/8/21 12. i. / 9/6/22 12. a.	£359.76	£359.76
	Total			£7,359.76	£8,759.76
Bank transfer	Oxfordshire Association of Local Councils for annual subscription (invoice no: L00174/2023/3)	Subscriptions	7/4/22 8. d.	£243.21	£291.85

Debit Card transactions to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
7/2/23	Amazon for iPhone SE2020 (invoice no: INV-GB-421830305-2023-3027)	Admin costs	2/2/23 10. b.	£125.00	£150.00
8/2/23	Amazon for 'phone case and postage (invoice no: DS-ASE-INV-GB-2023-50708895)	Admin costs	2/2/23 10. b.	£11.07	£13.28
7/2/23	National Association of Local Councils for Emergency Planning Webinar (invoice no: 5776025529)	Training	2/2/23 11. a.	£32.68	£39.22

11. Training

- a. **NALC, OALC and SLCC** – to consider any further training offered by OALC, NALC and SLCC
The Council noted that the NALC Emergency Planning training had been booked and noted the additional training.
- b. **Financial Introduction to Local Council Administration (FILCA)** – to note the Clerk's qualification
The Clerk informed the meeting that she had undertaken, and passed, FILCA (with no financial impact on 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: 23/00258/F

Proposal: Installation of solar panels, replacement of a shutter door with a bi-fold window, installation of an air vent, installation of equipment and external storage enclosures and associated works

Location: Building 148 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.

ii. Application Number: 23/00449/F

Proposal: Single storey side and front extension. Insulated external render added to existing house. Existing garage rendered. New pitched roofs over existing doors and increased dormer cheek insulation. Existing roof tiles replaced - re-submission of 22/03359/F

Location: Old Paddock, Bicester Road, OX26 5DP

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: 22/03333/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

Application withdrawn (10 February)

ii. 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

Permission for development subject to conditions (20 February)

13. Parish Hall Project

- a. Continuance of Architects' Design Proposal** – to consider the continuance of the project from Stage J outlined in the original Fee Quotation provided by PCMS Design
At the August 2021 meeting, the Council agreed to go to stage H of the PCMS Quotation which had just been completed.

The Clerk confirmed that there were sufficient funds to cover the architects' fees in the reserves and future budget. The Council considered the quotation and **RESOLVED** to agree to continue the project to completion of the quotation specification.

- b. Parish Hall Project Reserves** – to agree a virement of £7,643 from the Reserves to pay the E-H stages of the architects' fee

The Council considered the proposal and **RESOLVED** to agree to transfer £7,643 from the Parish Hall Project Reserve to the Parish Hall Project 22/23 budget.

c. Progress report – to receive a report

Councillor Turner and the Clerk met with the architects (PCMS) on 21 February to receive an outline the procurement process.

PCMS had approached five potential contractors with a pre-qualification questionnaire (PQQ). Four had returned the questionnaire and the architects were following up the references.

The architects had agreed to ask any contractors who qualified to provide a tender for the work within a six-week time frame. The hall had been booked for contractor site visits for 9 and 15 March.

The Clerk outlined that it was unlikely that any of the Grange Farm development S106 funding (£200,000 in total) would be able to be accessed until the full planning application had been approved and the 'diggers were in the ground'. However, until the application was submitted to Cherwell, it was not possible to know the timescale.

The Clerk had met with the Head and Chair of Governors of the School about the road to the Sports and Social Club. They confirmed that the delegated budgets and responsibilities scheme which was introduced to schools in the early 2000s did not include anything beyond the curtilage of the school and that, therefore, it was not the school's responsibility to maintain the roadway.

14. Village Matters

a. Speedwatch – to receive a progress report

No report had been received.

b. Road Matters – to receive a progress report

The Speed Indicator Device provided by EWR on Bicester Road opposite the Church appears to be effective.

The pothole on the Bicester Road by the temporary pedestrian crossing caused by a water leak had finally been fixed by Thames Water following numerous contacts by the OCC Highways team.

The Clerk had asked Cllr Ian Corkin (OCC) if he could follow up the review of the A41 from the Blackthorn Road junction to the M40 Wendlebury roundabout which had commenced before 2020. The Clerk had also requested support for how the village could be protected from 'rat runners' following the news that the Ambrosden Turn traffic lights were to be made permanent, including requesting that the developers provide funding for a speed indicator device for the village.

c. Dog bin provision – to consider a review of the provision of the dog waste bins

The Council **RESOLVED** to agree to meet with the CDC Street Cleansing Supervisor to discuss which bins were popular, which were less well-used, which were difficult to empty and which could be moved to be more use.

The Clerk would contact the Street Cleansing Supervisor to arrange a meeting.

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

- a. **A villager** – regarding the work at the Poplars

16. Attendance at Meetings and Reports from meetings / courses

- a. **OALC Chair's Q&A session** – 7 February

The Chairman reported that he had attended the meeting which had covered items such as how to recruit Councillors and how to avoid 'single issue' Councillors.

- b. **Police Rural Resilience Group** – 15 February, 7pm at Chesterton Community Centre

The Clerk attended the meeting. A presentation was given by one of TVP's Cyber Protect Officers about cyber crime and what individuals could do to help themselves.

- c. **TVERC** – Spring Recorders' Conference – 18 March

No one was able 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 attended the Over-60s Club to give a short talk about what Parish Councils do.

The Clerk was currently working with the SLCC and two other auditor / Clerks on a project to design a Level 2 Internal Auditor qualification. It was hoped that it would be ready for launch at the SLCC National Conference in October.

The Clerk had been informed that the SAAA was looking at ways of improving their website and making the AGAR a digital form which would not require a wet signature.

18. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 23 March.

- a. **OCC Tree Planting**

The OCC programme of planting one tree per parish started on 27 February and would continue over the next six weeks. Launton's tree, to be planted on the OCC highway verge in Sycamore Road half way between the bench and the entrance to The Willows was to be a Amelanchier arborea 'Robin Hill'. The Clerk had received confirmation from the OCC Arboricultural Team that it was unlikely that the tree roots would interfere with any underground utilities.

- b. **Launton Plotters – Composting Toilet**

The Plotters' Composting toilet was a casualty of Storm Eunice in February 2022. The Plotters asked to make an insurance claim and the Clerk made enquiries. The Insurers agreed that a claim could be made provided the following information was supplied:

- Two comparable quotes for reinstatement : fully itemized on company headed paper with VAT details if applicable.
- VAT Status : Please confirm if you can reclaim VAT.
- Actual DOL : Please confirm the actual Date of loss occurred.

- Complete Risk address : Please provide the complete address along with the postcode where the incident has occurred.

The Clerk was still awaiting the information.

c. Bicester ‘Health Hub’

The health hub which was to be situated on the Graven Hill development was no longer possible due to funding issues.

d. Annual Parish Meeting

The Annual Parish Meeting would take place on Thursday 20 April at 7.30pm in the Parish Hall.

19. Date of next meeting – Thursday 6 April 2023 at 7.30pm, in Launton Parish Hall

The meeting closed at 9.06pm.

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.....