

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 6 April 2023** at 7.30pm in Launton Parish Hall

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

In attendance: Cllrs Angus Patrick (CDC); The Clerk, Mrs Jane Olds; 2 members of the public (1 from 9:12pm)

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

2 members of the public attended the meeting. Nothing was raised.

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

Ms Sa'id was unable to attend.

Villagers had commented that contractor vehicles continued to turn right into the A1 Compound rather than going round the Charbridge Lane roundabout; the Clerk had passed on the concerns.

5. Reports from District and County Councillors

Cllr Patrick (CDC) reported that he would not be standing for re-election in May. With CDC in a pre-election period, less business was taking place and the Local Plan was likely to be delayed until July.

6. Minutes – to confirm the Minutes of the meeting held on 2 March previously circulated

The Council **RESOLVED** that the Minutes from the meeting on 2 March 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. Code of Conduct

The website had been updated.

b. Policy Review

The Training and Development Policy had been updated and published.

SLCC had updated the Document Retention and Disposal Policy and the Clerk had used that as the basis for revising the policy. This would be included for consideration on the June agenda.

8. Governance and Consultations

a. Elections – to receive a report about the forthcoming elections (4 May)

The Clerk had attended the CDC briefing on the elections on 16 March.

Six nominations had been submitted to CDC. The Council had received the Statement of Persons Nominated and the Uncontested Election Notice to confirm the six Councillors who would come into office on 9 May following the Bank Holiday to commemorate the Coronation.

This left one seat available for co-option.

As no election had been called, the Annual Parish Meeting on 20 April would take place without any restrictions.

b. Risk Assessment – to consider and agree the Risk Assessment for 2023/24

The Council considered the Risk Assessment and **RESOLVED** to agree the document.

c. Information Logs – to receive and note:

The Council **RESOLVED** to review and note the following logs:

i. Freedom of Information Disclosure Log

ii. Gifts and Hospitality Log

iii. Training and CPD Log

The Clerk would publish the logs on the 2022/23 Finance section of the website.

d. Policy Review

i. Internal Financial Control Policy

The Council considered the policy which took account of some changes to the AGAR and **RESOLVED** to agree to adopt it.

ii. Complaints Procedure

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

iii. Gifts and Hospitality Policy

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

e. Webhosting – to confirm the webhosting, email and SSL Certificate renewal for 2023/24

The Council **RESOLVED** to agree the annual cost of £74.99 plus VAT for hosting and SSL together with £10 for additional mailbox capacity.

f. Parish Remuneration Report – to receive the report from CDC and to consider the allowances for 2023/24

The Council received the report and **RESOLVED** to agree that members would not claim any of the allowances except for mileage to external meetings where necessary.

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

No further action had been taken. The Council **RESOLVED** to agree that it was not necessary to consider the matter further.

9. Finance

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

As at 16 March (bank statement), the Accounts stood at:

Co-op Current Account	£22,488.10
Co-op Deposit Account	£22,438.83

As at 31 March (online download), the Accounts stood at:

Co-op Current Account	£22,481.10
Co-op Deposit Account	£22,438.83

Standing Orders

		Date Cleared
Clerk's February salary (monthly) (Minute ref: 10/11/22 9. f.)	£753.50	1/3/23
Launton Lines (monthly) (Minute ref: 10/11/22 10.)	£110.00	6/3/22

Direct Debits

		Date Cleared
Virgin Mobile February (Minute ref: 2/3/23 9. c.)	£7.00	21/2/23
Virgin Mobile March	£7.00	21/3/23

Income

		Date Cleared
HMRC PAYE Refund	£70.96	22/2/23
Plotters Insurance Contribution	£10.00	3/3/23
Caversfield Parish Council for use of Data Projector	£30.00	16/3/23

The Clerk had met with the Internal Auditor – Elaine Anstee – and provided her with the year end accounts. The Internal Audit report would be ready for the May meeting.

The final submission for HMRC had been completed.

The Clerk had increased the standing order for the *Launton Lines* contribution from £110 to £170 as agreed in November 2022 ready for the April payment.

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

The current account bank statement was reviewed and accepted.

c. 2022/23 Unspent Budget Items – to consider a virement of items budgeted to the new financial year

The Council **RESOLVED** to agree a virement of the following budget items which had been previously agreed and budgeted for at meetings during 2022/23

Grants Budget (Clean Slate, Over-60s)	£1,350.00
Website update	£250.00

Transfer to Reserves	
Road Safety	£526.00
Professional Fees	£1000.00

d. Regular Payments – to consider and approve the list including standing orders and direct debits

Launton Lines: monthly Standing Order	£170.00
Parish Hall: quarterly: April, July, October, January by Standing Order	£90.00
Parish Hall Rent (as per Agreement for Lease)	£300.00
Information Commissioner: annual by direct debit in December	£35.00
Virgin Mobile / O2: monthly by direct debit	£7.00
External Auditor: annual	
Website domain name (with Fasthosts)	
Website hosting and email (with Navitas Design)	
Dropbox subscription renewal	
Subscriptions: annual	
Society of Local Council Clerks	
Oxfordshire Association of Local Councils	
Community First Oxfordshire	
Open Spaces Society	
CPRE	

e. Budget – to agree the budget for 2023/24

Following the close of the 2022/23 year, the Council **RESOLVED** to agree the budget expenditure total of £40,183.40 and anticipated income of £43,818.40

f. Reserves – to confirm the reserves for 2023/24 and consider the Policy

The Council **RESOLVED** to agree to the policy and the following reserves:

3 months' running costs	£7,000.00
Sherwood Close maintenance (s106)	£5,651.78
Glades Open Space Maintenance	£3,572.00
Parish Hall Contingency	£12,356.17
Asset Replacement fund	£3,325.00
Road Safety	£1,526.00
Election Expenses	£1,600.00
Insurance Excess	£300.00
External Audit Contingency	£200.00
Clerk sickness / overtime contingency	£1,300.00
General Contingency Funds	£2,308.00
Defibrillator contingency	£605.00
Bus shelter contingency	£3,500.00
Trees contingency	£4,600.00
Fete contingency	£1,000.00
Professional Fees Contingency	£1,000.00

g. Staff Salary and Expenses

i. To note the scale point increase from SCP16 to SCP17 in the Clerk's salary as agreed at the Staffing Committee on 1 December 2022

The Council noted the agreed scale point increase from 1 April, from SCP16 (£13.70) to SCP17 (£13.95) to make the monthly payment £767.25.

ii. To agree to continue payment of the Clerk's salary by standing order

The Council **RESOLVED** to agree to continue to pay the Clerk's salary by Standing Order. The Clerk would inform the bank of the change of amount.

iii. To confirm the rates of the Clerk's expenses and home working allowance

The Council **RESOLVED** to confirm the Clerk's expenses.

- Printing: Double sided A4 – 11p per sheet; single sided A4 – 6p; single sided A4 colour – 10p; single sided A3 colour – 20p
- Laminating: A3 – 70p per sheet, A4 – 40p per sheet
- Postage: standard advertised cost of stamps
- Envelopes: DL envelope – 8p; C6 envelope – 5p; C5 envelope – 6p; C4 envelope – 13p
- Mileage at 45p per mile as per HMRC guidelines.
- Home working allowance of £6 per week to be paid three times a year (£104) to cover heating, broadband and electricity.

h. Dog Waste Bin Charges – to note the increase in charges for the emptying of the dog bins

The Council **RESOLVED** to note that the charges for emptying the bins would increase from £1.70 per bin to £1.80 per bin (for parishes with more than five bins) from 1 April

The Council noted that the Clerk had made an appeal to CDC that parishes are informed of any increases before December in order that it could be included in the following year's budget.

i. Grants – to consider any grant applications received

No further grant requests had been received.

j. Uncontested Election Fee – to note the increased cost of an uncontested election

The Council **RESOLVED** to note that the uncontested election fee which had been scheduled to be £250 had been reduced to £100 following an appeal to CDC due to the lack of notice.

k. 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	St Mary's PCC – grass cutting grant	Village upkeep and weedspraying	5/1/23 10. e. i.	£1,500.00	£1,500.00
Bank transfer	Launton Women's Institute – donation for village litter pick refreshments	Village upkeep and weedspraying	2/2/23 16. b.	£50.00	£50.00
Bank transfer	Friends of Island Pond Wood – grass cutting grant	Village upkeep and weedspraying	2/3/23 10. c. iii.	£480.00	£480.00

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank transfer	Society of Local Council Clerks for annual subscription – total £177.00 shared with Caversfield (Invoice no: Mem243580-1)	Subscriptions	7/4/22 8. d.	£139.07	£139.07
Bank transfer	Launton Over-60s group – grant	General Grants	2/3/23 10. c. ii.	£150.00	£150.00
Bank transfer	Clean Slate – grant	General Grants	2/3/23 10. c. i.	£150.00	£150.00
Bank transfer	David Moore – The Poplars work	Village upkeep and weedspraying	1/12/22 14. c.	£100.00	£100.00
Bank transfer	CDC Winter Dog Bin Emptying (Invoice no: 20010307)	Dog bin emptying	6/4/23 9. h.	£534.82	£641.78

The Council noted that the Clerk had ordered a replacement battery for the defibrillator from the DefibStore at a cost of £205 (plus VAT) with the debit card using delegated powers as a matter of urgency due to the health and safety nature of the matter. The charge would be shown on the April bank statement.

10. Training

- a. **NALC, OALC and SLCC** – to consider any further training offered by OALC, NALC and SLCC
The Clerk provided a list of training from OALC.

11. 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: 23/00527/F**
 Proposal: Additional off-street parking with new dropped kerb
 Location: Chestnut House, 4 Blenheim Drive, OX26 5EA
 The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.
- ii. **Application Number: 23/00640/F**
 Proposal: Single storey rear extension and attached solar shading
 Location: 2 The Spinney, OX25 6EP
 The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.
- iii. **Application Number: 23/00483/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 - re-submission of 22/03335/LB

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.

b. To note notices of decision

i. Application Number: 21/01224/OUT

Proposal: Outline planning application for Automotive Experience Quarter comprising Commercial, Business and Services uses (Class E), Light Industrial (Class B2), Local Community and Learning Uses (Class F) and vehicle circuits (Sui Generis) with all matters reserved aside from that of access).

Location: Bicester Motion, Land at former RAF Bicester, OX26 5HA

Outline permission for development subject to conditions (31/3/23)

12. Parish Hall Project

a. Progress report – to receive a report

The Clerk reported that four potential contractors came to look around the Hall on 15 March. The Architects were awaiting the tenders.

Gigaclear had been in contact about installing broadband in the Hall. The Clerk would liaise with the Architect and the Management Committee.

13. Village Matters

a. Road Matters and Speedwatch – to receive a progress report

OCC Highways had acknowledged that the Bicester Road was in a dreadful state and had authorised a number of '24 hour' repairs. Further repairs would be undertaken to the other deteriorating holes over the next few weeks. A date for the full repair was still to be confirmed.

SSE had start work on Skimmingdish Lane at the electricity sub station on 3 April for the installation of a new 33 kV cable to supply the NW Bicester development. Work would continue around the ring road with traffic lights finishing with a temporary closure of Howes Lane from 24 July until the end of October. All work was expected to be complete by 29 October.

The Council received the February and March Speedwatch reports from the Co-ordinator.

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

Councillor Thompson attended a Workshop for Path Wardens at Wootton and Dry Sandford Community Centre on 31 March which was extremely informative.

The PRoW by Grange Farm was still needing some snagging issues to be corrected by EWR before formal adoption.

c. Spring Village Tidy-up Day – to receive a report

There were fewer volunteers this year than last, but still a good number of bags of rubbish were collected.

The WI had been thanked for their sterling efforts in providing the refreshments.

d. Dog bin provision – to receive a progress report

Councillor Briant reported that he had met with the CDC Street Cleansing Supervisor on 15 March.

It was confirmed that all the bins were well-used. It was suggested that the large bin outside Island Pond Wood and the small bin by the play area in Yew Tree were swapped and that the one at the end of the playing field be relocated to the Yew Tree field side for ease of emptying.

The Clerk would obtain quotations for moving the three bins suggested.

e. OCC Tree Planting – to receive a progress report

The Clerk had received confirmation from the OCC Arboricultural Team that they would welcome help with looking after the tree they had planted on Sycamore Road, but it would be OCC's responsibility to maintain it in the longer term.

f. Annual Parish Meeting – to note 20 April as the date of the Annual Parish Meeting

The Council **RESOLVED** to note the date.

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

15. Attendance at Meetings and Reports from meetings / courses

a. SLCC Oxfordshire Branch meeting – 7 March

The Clerk Chaired the meeting at the Town Hall in Henley-on-Thames which covered a presentation from South and Vale District Councils about the Elections Process together with a presentation about the Year End processes followed by a question and answer session.

b. SLCC National Forum – 16 March

The Clerk attended the meeting.

c. OALC Chair's Q&A session – 5 March

The Chairman was unable to attend.

d. CDC Parish Liaison Meeting – 14 June (to note date)

The Council noted the date.

16. Reports

a. Chairman's Report

The Chairman had nothing further to report.

b. Clerk's Report

The Clerk reported that she had started to clear out the Parish Council cupboard in the Hall and had managed three draws of one of the four filing cabinets.

A set of Deeds had been uncovered for Yew Tree Walk which would require further research.

9.12pm - one member of the public arrived

17. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 27 April.

18. Date of next meeting – Thursday 11 May 2023 at 7.30pm, in Launton SCHOOL Hall

The meeting closed at 9.14pm.

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.....