LAUNTON PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on **Thursday 11 May 2023** at 7.30pm in Launton School Hall

Councillors present: Mr Andrew Briant, Mrs Abigail Dowman, Mr Ed Sanders (Vice Chairman), Mr Simon Turner (Chairman) (until 7.39), Mrs Jaqueline Webber

In attendance: The Clerk, Mrs Jane Olds; 1 member of the public

Apologies: Mrs Lesley Thompson

1. **To elect the Chairman for the year 2023/24**
   Councillor Sanders proposed, and Councillor Briant seconded the proposal, that Councillor Simon Turner be elected as Chairman. The Council **RESOLVED** unanimously to elect Councillor Turner as Chairman.

   Councillor Turner would sign the Declaration of Acceptance of Office as soon as possible after the meeting.

2. **To receive and accept apologies for absence**
   The Council accepted Councillor Thompson's apologies.

3. **To elect the Vice Chairman for the year 2023/24**
   Councillor Turner proposed, and Councillor Dowman seconded the proposal, that Councillor Ed Sanders be elected as Vice Chairman. The Council **RESOLVED** unanimously to elect Councillor Sanders as Vice Chairman.

4. **Declarations of Acceptance of Office** – to acknowledge the declarations of acceptance of office received following the uncontested election and consider any dispensations for those Councillors not in attendance or able to complete their declaration
   The Council **RESOLVED** to agree to give a dispensation to Councillor Thompson to sign the Declaration of Acceptance at a later date as she was not able to attend the meeting or sign her form prior to the meeting.

7.39pm: Councillor Turner left the meeting and Councillor Sanders took the Chair

5. **Requests for Dispensations, Declarations of Interest, Gifts and Hospitality**
   Nothing was declared.

6. **To facilitate public participation with regard to items on the agenda**
   1 member of the public attended the meeting.

7. **East West Rail** – to receive a progress report from the EWR Liaison Officer
   Ms Sa'id was unable to attend.

   It was understood that the public right of way through the Grange Farm area was almost complete with just a few snagging issues.

8. Reports from District and County Councillors
No District Councillors were able to attend.

Councillors Sanders and Turner, together with the Clerk, had met Councillor Corkin on Friday 28 April to look at the traffic issues. Councillor Corkin agreed to help to chase some of the issues and to look into the highway portion of S106 funding which might be available.

9. Minutes – to confirm the Minutes of the meeting held on 6 April previously circulated
The Council **RESOLVED** that the Minutes from the meeting on 6 April be accepted as a true record and were signed by the Chairman.

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

a. Risk Assessment
The Risk Assessment had been updated and published on the website.

b. Policy Review
The Internal Financial Control policy, the Complaints Procedure, the Gifts and Hospitality Policy and the Reserves Policy had been updated and published.

11. Governance and Consultations

a. General Power of Competence

i. To agree that the Parish Council meets the criteria for eligibility (two thirds elected members and CiLCA qualified Clerk)
The Council **RESOLVED** to agree that the Council met the eligibility criteria.

ii. To agree to adopt the General Power of Competence
The Council **RESOLVED** to agree to adopt the General Power of Competence.

b. Councillor Co-option – to consider the vacancy and any applications for co-option resulting from the uncontested election
The position had been advertised, but no one had indicated an interest.

c. Policy Review

i. Scheme of Delegation
The Council considered the Scheme of Delegation and **RESOLVED** to adopt it.

ii. Dispensations Procedure and Form
The Council considered the Dispensations Procedure and form and **RESOLVED** to adopt both.

iii. Vacancy Procedure
The Council considered the revised Vacancy Procedure and **RESOLVED** to adopt it.

d. Parish Council Appointments – to consider Councillor representation for the following organisations

i. Island Pond Wood – to consider and agree the appointment
The Council **RESOLVED** to appoint Councillor Dowman to represent the Parish Council.

ii. **Parish Hall Working Group** – to consider and agree the appointments
The Council **RESOLVED** to agree to appoint Councillors Sanders and Turner to represent the Parish Council.

iii. **Village Fete Committee** – to consider and agree the appointment
The Council **RESOLVED** to agree to defer the appointment until the Fete organisation was recommenced for 2024.

e. **Councillor Responsible for Internal Financial Control** – to consider the appointment of the Councillor for Internal Financial Control
The Council **RESOLVED** to agree to appoint Councillor Briant as Councillor responsible for Internal Financial Control.

f. **OALC Executive Committee** – to consider nominating a Councillor to stand for the OALC Executive Committee
No Councillors were able to put themselves forward.

12. Finance

a. **To receive the Finance Report and quarterly Budget Monitoring Report**
As at 16 April, the Accounts stood at:

Co-op Current Account	£37,875.26	
Co-op Deposit Account	£22,539.71	
Standing Orders		**Date Cleared**
Clerk's March salary (monthly)	£753.50	3/4/23
Launton Parish Hall storage (quarterly)	£90.00	3/4/23
Launton Lines (monthly)	£170.00	4/4/23

Direct Debits
None

Income		**Date Cleared**
Deposit Account Interest	£100.88	5/4/23
CDC: Precept 1st Tranche	£19,871.50	14/4/23

The VAT reclaim of £2,276.62 from 1 August 22 – 31 March 23 was made to HMRC on 21 April.

b. **Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
The bank statements for the current and deposit accounts were reviewed and accepted.

c. **Banking** – to consider the bank mandate and confirm signatories
The Council considered the mandate and confirmed that the current signatories were adequate.

d. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year ending 31 March 2023
The Council **RESOLVED** to approve the Statement of Accounts.

e. Assets List – to confirm the assets list for the year 2022/23
The Council **RESOLVED** to confirm the assets list for the year 2022/23.

f. Internal Audit

i. To receive and review the report from the Internal Auditor
The Council **RESOLVED** to agree to accept and receive the report.

ii. To consider the appointment of the Internal Auditor for 23/24
The Council **RESOLVED** to agree to appoint Elaine Anstee for a further year.

g. AGAR Signature Redaction – to consider redaction of the signatures on the web version of the Annual Governance and Accountability Return to protect the signatories from 'specific and identifiable threats' of identity theft and GDPR concerns
The Council **RESOLVED** to agree to redact the signatures on the web version of the AGAR acknowledging that this was against the Accounts and Audit Regulations, but that it was to protect the signatories from the specific and identifiable threats of identity theft. There was no issue with the full documents being viewed in person.

h. External Audit – to consider the 2022/23 AGAR for submission to the External Auditor

i. Section 1: Annual Governance Statement – to consider the questions and respond accordingly
The Clerk had circulated the questions prior to the meeting and then read them out for confirmation. The Council **RESOLVED** to agree to all the Governance questions. The Chairman of the Meeting signed the form.

ii. Section 2: Accounting Statements – to consider and agree the accounting statement figures
The Clerk had provided the meeting with the figures which included the Asset Register. The Council **RESOLVED** to agree the Accounting Statements. The Clerk had signed the form prior to the meeting; the Chairman signed the form.

iii. Electors' Rights – to note the dates for the Notice of Public Rights
The Council **RESOLVED** to approve the dates for the Electors' Rights as Monday 5 June to Friday 14 July. The notice would be posted in accordance with the Regulations.

iv. Statement of Variance – to consider the draft Statement of Variance
The Council **RESOLVED** to agree the Statement of Variance.

i. Insurance Renewal – to consider and agree the renewal for 2023/24
The Council considered the insurance renewal following receipt of quotations from three providers.

The Council **RESOLVED** to agree to accept the quotation from Zurich of £539.73 (an increase from £489.64 the previous year).

j. 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 Dowman would authorise.

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Elaine Anstee for Internal Audit 22 / 23	Audit	9/6/22 9. a. ii.	£100.00	£100.00
Bank Transfer	RGS Arboricultural Consultants / Robert C Yates & Partners for Arboricultural inspection and risk assessment (invoice number: 17060)	Parish Hall Project	2/2/23 14. a.	£465.00	£558.00
Bank Transfer	St Mary's PCC for Parish Hall Rent as agreed	Parish Hall Rent	Agreement for Lease	£300.00	£300.00
Bank Transfer	Calber Facilities Management Ltd for April grass cutting (invoice number: CL463589)	Urban grass cutting	6/10/22 14.	£237.00	£284.40
Bank Transfer	Porter Consulting and Management Services Ltd (PCMS Design) for planning application fee (discharge of conditions application) (invoice number: 1206)	Parish Hall Project	5/8/21 12. i.	£233.20	£250.20
Bank Transfer	Zurich Municipal for annual insurance renewal (invoice number: 523167311)	Insurance	11/5/23 12. i.	£539.73	£539.73

Debit Card transactions to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
4/4/23	Defib Store Ltd for defibrillator battery (invoice no: 26956)	Defibrillator		£205.00	£246.00

13. 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.

14. 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: 23/01085/F**
      Proposal: RETROSPECTIVE - Change of Use of land to allow for aviation, vehicle exercising and other uses/events
      Location: Bicester Heritage, Buckingham Road, Bicester
      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: 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

Permission for development subject to conditions (12 April)

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

Permission for development subject to conditions (17 April)

iii. Application Number: 23/00527/F

Proposal: Additional off-street parking with new dropped kerb

Location: Chestnut House, 4 Blenheim Drive, OX26 5EA

Permission for development subject to conditions (28 April)

iv. Application Number: 23/00640/F

Proposal: Single storey rear extension and attached solar shading

Location: 2 The Spinney, OX25 6EP

Permission for development subject to conditions (5 May)

15. Parish Hall Project

a. Progress report – to receive a report

The Clerk reported that Councillors Sanders and Turner together with the Clerk had met the architects to receive the tenders that morning. Due to the time constraints, the tenders would be considered at the 1 June meeting.

16. Village Matters

a. Road Matters

i. To receive a progress report

A number of other road defects had been reported and some had been fixed. There was no news on when the Bicester Road was due to be re-surfaced. However, the Blackthorn Road was scheduled to be closed during July for repairs.

ii. Speed Indicator Device – to consider asking OCC for assistance in the purchase of a Speed Indicator Device

It was **RESOLVED** to agree to defer the item until the next meeting.

b. Defibrillator – to note the purchase of a new battery for the Defibrillator

The Council noted the purchase of a new battery for the defibrillator following the rapid deterioration of the old one. The Clerk had obtained three quotations and placed the order with the Defib Store for £205 plus VAT which was paid for using the debit card.

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

18. **Attendance at Meetings and Reports from meetings / courses**
   a. **CDC Parish Liaison Meeting** – 14 June (to note date)
   The Council noted the date. The Clerk would attend.

   b. **OALC AGM** – Monday 3 July at Beckley and Stowood Village Hall
   The Council noted the date. The Clerk would attend.

19. **Reports**
   a. **Chairman's Report**
   The Vice Chairman had nothing further to report.

   b. **Clerk's Report**
   The Clerk had nothing further to report.

20. **Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Thursday 18 May.
   a. **Launton Environmental Society**
   A member of the former Launton Environment Group would like to present their proposals about creating a *Launton Environmental Society* to the Parish Council's June meeting.

   b. **40mph Traffic Orders**
   The Orders had come into force on the ring road and out of the village towards Bicester.

21. **Date of next meeting** – Thursday 1 June 2023 at 7.30pm, in Launton Parish Hall

The meeting closed at 9.08pm.

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**……………………………………………….**