# LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 1 June 2023** at 7.30pm in Launton Parish Hall

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

**In attendance:** The Clerk, Mrs Jane Olds; Cllrs Gemma Coton and Julian Nedelcu (CDC), 2 representatives from East West Rail (until 7.53pm); 5 members of the public

**Apologies:** Mrs Abigail Dowman

1. **To receive and accept apologies for absence**
   The Council accepted Councillor 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**
   5 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 made a brief presentation about the state of the project. Many of the compounds were being currently being demobilised apart from the Charbridge Lane and the Furze Lane (Winslow) compounds which were scheduled to remain until 2024.

   79% of the track had been installed and agreement had been made between HS2 and EWR about the crossing area near Steeple Claydon.

   There would be some additional road closures in the autumn which would affect Station Road in Marsh Gibbon and the Poundon to Godington roads.

   The Community Engagement team offered to put on a first aid course for the village which the Clerk would progress.

   The speed of traffic over the new Station Road bridge was raised which the Clerk would forward to the Police. A suggestion was made that a concealed entrance warning sign be requested.

   The EWR Team was asked to find out why the public right of way by Charbridge Lane still had temporary heras fencing erected.

7.53pm – EWR Representatives left the meeting

5. **Reports from District and County Councillors**
   District Councillor Gemma Coton introduced the newly-elected Councillor Julian Nedelcu to the meeting.

Cllr Coton reported that following numerous discussions, it had been agreed that CDC would be managed by a Conservative minority administration.

CDC had provided a community grant to help with the costs of feeding families which villages could apply for.

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

6. **Minutes** – to confirm the Minutes of the meeting held on 11 May previously circulated
   The Council **RESOLVED** that the Minutes from the meeting on 11 May 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 Scheme of Delegation, Dispensations Procedure and Form and Vacancy Procedure had all been updated and published.

   b. **Insurance**
      Zurich had confirmed receipt of the payment.

      The Clerk had submitted further information to Zurich which had been received from the Plotters about the composting toilet. Following receipt, the insurers had again requested two quotes for re-instatement. The request had been sent to the Plotters for consideration.

   c. **Dog bin review**
      The Clerk had not had the opportunity to get quotes for moving the dog bins.

8. **Governance and Consultations**
   a. **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.

   b. **Local Council Award Scheme** – to consider applying for accredited status
      The Council considered the suggestion and **RESOLVED** to agree to ask the Clerk to arrange a meeting with the Clerk to Nash Mills PC, which had recently achieved Quality Status, in order that more information could be obtained.

   c. **Internal Auditor** – to review effectiveness of the Internal Audit
      The Council considered the statements and **RESOLVED** to agree them. The Chairman and Clerk signed the form.

   d. **Policy Review**
      i. **Document Retention and Disposal Policy**
         The Council considered the Document Retention and Disposal Policy together with the appendix and **RESOLVED** to adopt it.

## 9. Finance

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

As at 16 May, the Accounts stood at:

| | | |
|---|---|---|
| Co-op Current Account | £38,398.58 | |
| Co-op Deposit Account | £22,539.71 | |
| | | |
| **Standing Orders** | | **Date Cleared** |
| Clerk's April salary (monthly) | £767.25 | 2/5/23 |
| Launton Lines (monthly) | £170.00 | 4/5/23 |
| | | |
| **Direct Debits** | | **Date Cleared** |
| O2 Mobile | £6.99 | 21/04/23 |
| | | |
| **Income** | | **Date Cleared** |
| HMRC VAT reclaim | £2,276.62 | 2/5/23 |
| OCC Grass Cutting Grant | £1,216.28 | 4/5/23 |

The Annual Governance and Accountability Return (AGAR) and accompanying documents were submitted to the External Auditor on 17 May. The Notice of Public Rights had been published and the accounts would be available for public scrutiny from 5 June to 14 July.

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

The bank statement for the current account was reviewed and accepted.

**c. Internal Financial Controls** – to receive a report from the Councillor responsible for internal financial controls

It had not been possible for Councillor Briant to undertake the review earlier in the week, but it was scheduled to be completed during June.

**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 | Calber Facilities Management Ltd for June grass cutting (invoice number: CL464171) | Urban grass cutting | 6/10/22 14. | £237.00 | £284.40 |
| Bank Transfer | Cherwell District Council for Fee for uncontested Parish Election May 2023 (invoice number: 20010907) | Election costs | 6/4/23 9. j. | £100.00 | £100.00 |

**10. Staff Update** – to note the Clerk's working days

The Council noted that due to a change in the Clerk's personal circumstances, the Clerk's normal working days would be between Monday and Wednesday.

**11. 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.

**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

No applications had been received.

**b. To note notices of decision**

**i. Application Number: 22/03428/LB**

Proposal: Proposed single storey extension with internal & external alterations

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

Listed building consent subject to conditions (9 May)

Application Number: 22/03427/F at above address – application withdrawn

**13. Parish Hall Project**

**a. To consider the tenders received by the architect for the refurbishment**

The Council had been provided with four quotations from which the contractors' details had been redacted.

The Council considered the tenders and **RESOLVED** to approve the Working Group's recommendation to appoint Contractor Tender A with the approved tender sum. However, this would be subject to amendment due to the changes in the current economic climate. For commercial reasons, the contractor would be formally named, and the final tender amount agreed, once the funding for the project had been obtained and it could commence.

The Council further **RESOLVED** to agree to take into account the proposed additional project management costs, a general contingency, and an estimated inflation contingency. In broad terms the Council would be looking at a project value of at least £525,000.

The Clerk would confirm the details with the architects.

**b. Progress report** – to receive a report

Nothing further was reported.

**c. Broadband connection** – to consider a proposal and quotations

The Clerk reported she had had conversations with other Clerks who were responsible for village halls who had informed her that Gigaclear had provided their village halls with free broadband provision. The Clerk had referred the query back to Gigaclear.

The Council **RESOLVED** to defer consideration of the matter to the July agenda.

**14. Village Matters**

a. **Launton Environmental Society** – to receive a presentation
The Council received a presentation from a representative of the newly-formed *Launton Environmental Society* who outlined the suggestion that all the residents and businesses in the village should be encouraged to reduce their carbon footprint to 'net zero'.

The Council would consider declaring a climate emergency at a future meeting.

b. **Friends of Island Pond Wood** – to consider a change in the terms regarding the grant given for the grass cutting
The Council **RESOLVED** that the grant given to the Friends of Island Pond Wood was satisfactory and no changes were necessary.

c. **Traffic Issues** – to receive a general update
The Council noted that as the roads are adopted and maintained by Oxfordshire County Council, it was not possible for the Council to stop anyone using the public road.

The Council **RESOLVED** to note that over the last four years, the Council had:

- arranged for a 20mph Zone outside the school and funded half (other half funded through the OCC Councillor Localities grant provided by Ian Corkin);
- applied for the 20mph village area (in December 2021) – the consultation was scheduled to be presented to the public shortly;
- set up the Speedwatch group – but noted that the group needed volunteers for it to run;
- discussed the options with the Highways Officer about the relocation of the HGV weight limit from the Bull crossroads to the Charbridge Lane roundabout;
- discussed the options with the Highways Officer about improvements to The Bull crossroads including implementation of yellow lines to assist with visibility for vehicles exiting Station Road;
- discussed the options with the Highways Officer about whether it would be possible to install traffic calming on the Blackthorn Road;
- informally asked the County Councillor (Ian Corkin) for assistance with funding for more monitoring, traffic calming and new speed indicator devices;
- asked the EWR team for the mobile speed indicator device which had been in place on Bicester Road since February and had had a positive impact on the speed of vehicles coming into the village from Bicester;
- asked the OCC Highways / Footpaths team to improve the pavement outside the church (scheduled for July).

i. **Speedwatch** – to receive a progress report
The Council received the report and thanked the Speedwatch Co-ordinator for their continuing work.

ii. **Speed Indicator Device** – to consider asking OCC for assistance in the purchase of Speed Indicator Devices
The Council **RESOLVED** to agree to ask Cllr Corkin to progress asking OCC for assistance in the purchase of Speed Indicator Devices.

iii. **20mph Zone** – to receive an update
The Clerk had circulated a plan from OCC of the proposed areas which would be consulted on. The Councillors would look at the map and let the Clerk have any comments as soon as possible.

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

**16. Attendance at Meetings and Reports from meetings / courses**

a. **CDC Planning Development Focus Group** – 31 May (virtual)
The Clerk had attended the meeting the previous evening which was to help the Planning Team understand how Parishes worked with the CDC team.

b. **CDC Parish Liaison Meeting** – 14 June (to note date)
The Clerk hoped to attend. No Councillors were available.

c. **OALC AGM** – Monday 3 July at Beckley and Stowood Village Hall
The Clerk hoped to attend. No Councillors were available.

**17. Reports**

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

b. **Clerk's Report**
The Clerk reported that she had been invited to join a pilot project with CDDO (Central Digital & Data Office) about Parish Council domain names and what the barriers / benefits were to converting to gov.uk domains.

The Clerk suggested, to get the website project moving again, that the Council consider asking Navitas Design to produce a new website using the information on the current site. This would be added to the next agenda.

**18. Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Thursday 22 June

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

The meeting closed at 9.28pm.

**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**……………………………………………….**