LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 6 July 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; Cllr Gemma Coton (until 8.26pm), 3 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**
   3 members of the public attended the meeting. Nothing was raised.

4. **East West Rail** – to receive a progress report from the EWR Liaison Officer
   No report had been received.

5. **Reports from District and County Councillors**
   Cllr Coton reported that the Local Plan consultation was likely to start at the end of September. The Parliamentary Boundary Review had been confirmed and that Launton would be in the Bicester and Woodstock constituency, probably with a new MP as Mrs Prentis would remain with Banbury. CDC were promoting their summer holiday clubs for children. A 'home upgrade' grant had been made available to all homes where the combined income was under £31k.

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

6. **Minutes** – to confirm the Minutes of the meeting held on 1 June previously circulated
   The Council **RESOLVED** that the Minutes from the meeting on 1 June 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 Document Retention and Disposal Policy had been published.

   b. **Dog bin review**
      The Clerk had met with a villager who had agreed to help with the dog bins. On inspection it was realised that the large-capacity bin at the entrance to Island Pond Wood was unlikely to survive a move. Further thought for the provision of the bins in the Playing Field and in Yew Tree Field was required.

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. Fixed Assets – to agree to allocate responsibilities for inspection of the Fixed Assets

The Council **RESOLVED** to agree that:

- Councillor Briant would have responsibility for checking the litter bins and dog waste bins;
- Councillor Dowman would have responsibility for checking the bus shelters (including the associated litter bins and benches) and the defibrillator and cabinet on a regular basis;
- Councillor Sanders would have responsibility for checking the village pump and surrounding fencing on Station Road;
- Councillor Thompson would have responsibility for checking the village gates and the war memorial;
- Councillor Turner would have responsibility for checking the wall and land by the Poplars, the speed activated sign, and the open space in the Glades and Sherwood Close;
- Councillor Webber would have responsibility for checking the salt bins, West End Footpath and the outside benches;
- The Clerk would have responsibility for checking the noticeboards, the laptop, the silent soldiers and the Parish Hall furniture.

The Clerk would provide a checklist for each Councillor. The inspection reports would be given at the August meeting.

c. Policy Review

i. Equality and Diversity Policy

Following some queries from Cllr Sanders, the Clerk would refer the policy to the SLCC HR Advisor.

ii. Internal Audit Terms of Reference

The Council considered the terms of reference for Internal Audit and **RESOLVED** to adopt it.

9. Finance

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

As at 16 June, the Accounts stood at:

Co-op Current Account	£36,926.06	
Co-op Deposit Account	£22,539.71	
Standing Orders		**Date Cleared**
Clerk's May salary (monthly)	£767.25	1/6/23
Launton Lines (monthly)	£170.00	5/6/23
Direct Debits		**Date Cleared**
O2 Mobile	£6.99	22/05/23
Income		**Date Cleared**
None		

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
Councillor Briant made his inspection on 5 June and reported that all was in order. However, Councillors approving the payments should be reminded that they should initial the invoices to indicate approval.

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 July grass cutting (invoice number CL464843)	Urban grass cutting	6/10/22 14.	£237.00	£284.40
Bank Transfer	JMC Olds for Admin expenses (Printing £52.46, meeting costs £1, General Expenses £1.07)	Admin Costs	6/4/23 9. g. iii.	£54.53	£54.53
	Mileage expenses	Mileage expenses		£60.80	£60.80
	Home Working Expenses	Home Working Expenses		£104.00	£104.00
	Total				£219.33

Debit Card transactions to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
13/6/23	Zoom – Annual Subscription	Meeting Costs	7/4/22 8. d.	£119.90	£143.88
21/6/23	HMRC NIC	HMRC / NIC	Statutory	£2.56	£2.56

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. Councillor Turner expressed an interest in the NALC Fundraising Webinar in December. This would be booked in the autumn if required.

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: 23/01492/F**
Proposal: Proposed new agricultural barn
Location: Folly Cottage, Station Road, OX26 5EH
The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.

ii. **Application Number: 23/01661/F and 23/01662/LB**
Proposal: Repairs and refurbishment of West End Farmhouse including re-roofing, replacement of existing rooflights with conservation design including additional rooflight, complete external re-pointing of external stonework, enclosure of rear open porch including repairs to flat roof and installation of flat rooflight, internal alterations to form plantroom, the repositioning of one door opening to existing bathroom, the replacement of existing gypsum plaster internally with lime plaster and the installation of heat pump
Location: West End Farm House, 56 West End, OX26 5DG
The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.

iii. **Application Number: 23/01667/F and 23/01668/LB**
Proposal: Replacement windows and external doors
Location: West End Farm House, 56 West End, Launton, Bicester, OX26 5DG
The Council considered the application and **RESOLVED** that there were no comments or objections to the proposal.

b. To note notices of decision
None had been received.

12. Parish Hall Project

a. Progress report – to receive a report
The Working Group continued to meet. The Grants Group (a sub group of the Parish Hall Working Group) was working on which bodies to apply to.

b. Grant Applications – to consider making applications to grant giving bodies for the project works including the Community Ownership Fund, the National Lottery and the SSEN Community Resilience Fund
The Clerk had received confirmation that the Expression of Interest form for the DLUHC Community Ownership Fund completed by the Grants Group and submitted by the Parish Council had been accepted. The Parish Council had been invited to complete the full Community Ownership Fund application.

The Council **RESOLVED** to agree to apply to the *Department for Levelling Up, Housing and Communities* Community Ownership Fund and any other applicable grant giving bodies.

c. **Broadband connection** – to consider a proposal and quotations
The Clerk had made an application to the Gigaclear Community Hub for a free broadband installation for the hall for one year. The application had been accepted.

The Council **RESOLVED** to agree to sign the agreement with the agreement of the Parish Hall Committee.

13. **Climate Emergency** – to consider declaring a Climate Emergency and a Biodiversity Emergency acknowledging that humanity is currently in a state of climate and biodiversity crisis.
The Council **RESOLVED** to declare a Climate Emergency and a Biodiversity Emergency. The next step would be building a local action plan.

8.26pm Cllr Coton left the meeting.

14. **Village Matters**
    a. **Highway and Traffic Issues**
        i. **Pavement renovation** – to note that the pavement on Bicester Road outside the Church towards Charbridge Lane is due for renovation between 24 July and 4 August
        The Council requested to see the plans in order that it could be ensured that the challenges of the differing levels with the church wall and road had been managed.

        ii. **20mph village area request** – to receive an update
        The consultation started on 8 June and finished on 30 June. It was publicised via email and social media. OCC had received a large response, the majority of which were in favour of the 20mph proposal.

        A report was due to be taken to the Cabinet Members' Decision meeting on 7 September. Anyone may attend the meeting (either in person or online).

        iii. **Speedwatch** – to receive a progress report
        The Speedwatch co-ordinator had provided a report which had been circulated. Two sessions had taken place, on 5 and 13 June. Out of a total of 520 vehicles (over both days), three vehicles had been recorded travelling at more than 30mph.

    b. **Community Tree Care Volunteers** – to note the OCC project and consider appointing a volunteer tree warden
    The Council **RESOLVED** to agree that it was not necessary to appoint a volunteer warden.

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 Parish Liaison Meeting** – 14 June
    The Clerk attended the meeting, but was unable to attend any of the surgeries.

    Cllr Barry Wood gave his usual update about the current situation at CDC. He was concerned about the financial constraints on next year's budget. This year they were having to make £1m of savings, but next year's savings would need to be in the region of £4m which would be a challenge. A review of priorities would take place together with trying to maximise income opportunities.

Ed Potter from Environmental Services gave a presentation about the refuse and recycling, street cleansing, dog bins etc and the challenges of trying to become 'greener' while running an ever-increasing fleet of vehicles and bin lorries.

Jo Miskin gave a presentation about CDC's response to climate change and then the Planning Team gave an update. The Local Plan would not be going to Council until after the summer holidays to take account of the queries which arose from the consideration at Executive earlier in the year.

b. **OALC** – OCC Day 27 June - Oxford
Councillor Thompson and the Clerk attended the day. It started with an introduction from the new Chief Executive, Martin Reeves, then Mark Priddey from the Oxford History Centre gave a presentation about the county archives after which Emergency Planning gave an update. After lunch, the Countryside Access team gave an update and then finally the Highways team.

c. **OALC AGM** – Monday 3 July at Beckley and Stowood Village Hall
The Clerk attended the meeting. Chloe Taylor, OCC Interim Head of Strategy, gave apologies for Martin Reeves and outlined how OCC would like to work with local Councils. The Clerk gave a presentation about Local Council Clerk Week (10 – 14 July) and the work of the SLCC.

d. **Highway Maintenance Open Day** – 15 July at Drayton Depot
No one was available to attend.

e. **Community First Oxfordshire Autumn Conference and AGM** – 15 September in Chesterton Community Centre

17. Reports

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

b. **Clerk's Report**
The Clerk reported that she had upgraded her SLCC membership to be a Principal member.

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

a. **Bicester Road Swan Neck** – the Clerk had asked OCC Highways to help with the verge vegetation as EWR had not been able to help cut back the overgrowth.
b. **Howes Lane** – the Clerk reminded the Council that Howes Lane was scheduled to be closed from 24 July until the end of October.

19. Date of next meeting – Thursday 3 August 2023 at 7.30pm, in Launton Parish Hall

The meeting closed at 8.59pm.

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**……………………………………………….**