

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 3 August 2023** at 7.30pm in Launton Parish Hall

Councillors present: Mrs Abigail Dowman, Mrs Lesley Thompson, Mr Simon Turner (Chairman), Mrs Jaqueline Webber

In attendance: The Clerk, Mrs Jane Olds; Cllr Gemma Coton (CDC)

Apologies: Mr Andrew Briant, Mr Ed Sanders (Vice Chairman)

1. To receive and accept apologies for absence

The Council received apologies from Councillors Briant and Sanders.

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

No members of the public were in attendance.

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 Overview and Scrutiny Committee would consider the draft Local Plan on 16 August and that it would be submitted to the September Executive Committee meeting. CDC is wanting to work with Parish and Town Councils on dog waste and litter. The Chief Executive Officer, Yvonne Rees, would be leaving in due course.

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

The Council **RESOLVED** that the Minutes from the meeting on 6 July 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. Equality and Diversity Policy

The policy had been referred to the SLCC's HR Advisor.

b. Internal Audit Terms of Reference

The Terms of Reference had been published.

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 receive the inspection reports

The Council **RESOLVED** to agree to defer the reports until a later meeting.

c. Path Warden Expenditure – to consider supporting the Parish Path Warden administration costs

The Council considered the Path Wardens' request to pay for some printing of new footpath maps for villagers to use. The Council **RESOLVED** to agree to 20 A3 copies to be printed commercially. One quotation of £24 had been received. Further quotations were required.

9. Finance

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

As at 16 July, the Accounts stood at:

Co-op Current Account	£35,384.25
Co-op Deposit Account	£22,539.71

Standing Orders

		Date Cleared
Clerk's June salary (monthly)	£767.25	3/7/23
Launton Parish Hall storage (quarterly)	£90.00	3/7/23
Launton Lines (monthly)	£170.00	4/7/23

Direct Debits

		Date Cleared
O2 Mobile	£6.99	21/6/23

Income

None

Date Cleared

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. 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	Calber Facilities Management Ltd for July grass cutting (invoice number CL465505)	Urban grass cutting	6/10/22 14.	£237.00	£284.40

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	SLCC Enterprises for Climate Action for Smaller Councils Webinar on 26 July (invoice number BK211188-1)	Training	3/8/23 10. a. i.	£30.00	£36.00
Bank Transfer	David Moore for Sherwood Close tidy up (invoice number DM0093)	Village upkeep and weed spraying	6/8/20 18.	£45.00	£45.00

Debit Card transactions to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
12/7/23	HMRC NIC	HMRC / NIC	Statutory	£1.28	£1.28

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...

- i. **SLCC Climate Change Webinar** – to confirm payment of the 26 July webinar
The Council **RESOLVED** to retrospectively agree attendance at the webinar at a cost of £30 plus VAT. Councillors Turner and Sanders, together with the Clerk, attended the session.

- b. **Community Governance Qualification** – to consider supporting the Clerk in undertaking the Level 4 Community Governance qualification
The Council considered the Clerk's request for support with her proposal to undertake the Community Governance qualification, and **RESOLVED** to consider it further at the October meeting.

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: 23/01941/F**

Proposal: Variation of Condition 3 (plans) of 19/02708/OUT - To vary the approved parameter plans
Location: Bicester Heritage, Buckingham Road, Bicester

The Council considered the application and **RESOLVED** to object to the application regarding the loss of view from the road to the scheduled ancient monument and airfield due to the position and size of the proposed units. The Council also wished to ensure that a condition of approval should be that vehicles exiting the site should only be able to turn left and not cross traffic.

b. To note notices of decision

i. Application Number: 23/01492/F

Proposal: Proposed new agricultural barn

Location: Folly Cottage, Station Road, OX26 5EH

Permission for development 27 July.

12. Parish Hall Project

- a. Energy Performance Certificate** – to consider the implications to the Council of the receipt of an acceptable Energy Performance Certificate
The Council received an update.

An Energy Performance Certificate assessment was previously undertaken on 20 October 2018; at that assessment the Hall was rated at a G (with a figure of 155). This EPC had been a barrier to the Parish Council being able to take on the Lease because legislation required that buildings cannot be leased with a rating of below E.

At the Friends of Launton Parish Hall (FoLPH) meeting on 20 July, a member of the public volunteered to obtain a review of the Hall's Energy Performance Certificate. It was agreed at that meeting that the volunteer could go ahead with this in order that a plan of implementation improvements to obtain the certificate could be arranged.

An assessor was let into the Hall on Monday 24 July. The survey undertaken gave the Hall a C rating (figure of 59) which has meant that the Hall could now be leased to the Parish Council.

The solicitors have been engaged and the process for the signing of the formal Lease has been started.

The Council **RESOLVED** to note that once the Lease was in place, the responsibility for running the Hall, together with the insurance and utilities, would be the Parish Council's. It was hoped that the current Management Committee (with the current members) would become a Committee or working group of the Parish Council and that the current bookings secretary would be prepared to help for the time being. The Clerk would take on the financial management as part of their Responsible Financial Officer role.

The Council further **RESOLVED** to agree to apply to FoLPH for financial support particularly covering the unexpected / anticipated costs of insurance and utilities in the first year.

- b. Broadband connection** – to receive a progress report

The Clerk reported that she had signed the documentation electronically and received confirmation that the application had been received. A date for implementation was anticipated.

- c. Progress report** – to receive a report

The Clerk reported that the worst of the potholes in the roadway had been repaired.

The Clerk had submitted a brief expression of interest to CDC about the Rural England Prosperity Fund for village halls.

- 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.
An action plan would be developed in due course.

14. Village Matters

- a. Highway and Traffic Issues** – to receive a general update
Cllr Corkin (OCC) had received confirmation of some S106 funding which the Council may be able to access for highways projects in the village including Speed Indicator Devices and repairs to the bollards around the grass area in Sherwood Close.

- 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 pavement work started on 24 July. The road was closed overnight on Wednesday 26 and Thursday 27 July to install a gully from the pavement side of the road to the verge on the other side to help with drainage.

The kissing gate at the entrance to the 272/8/10 path on the Tythe Barn side of the Church would be reinstated once the surface had been completed.

- ii. 20mph village area request** – to receive an update
It had been previously understood that the decision following the consultation was to be made at a meeting in September, but this had been brought forward to the 20 July meeting.

It had been confirmed that the application was approved. A date for implementation was now awaited.

- iii. Speedwatch** – to receive a progress report
The Speedwatch co-ordinator had provided a report which had been circulated. It was noted that four hour-long sessions had been undertaken in July and 14 vehicles had been recorded as speeding (9 in one session).

- b. Village Gates** – to receive a report and consider the next course of action on the Blackthorn Road gates
Councillor Thompson reported that the gates had been inspected and were severely rotten.

The Council **RESOLVED** to agree to look into the costs of installing new 'plastic' gates and applying for some of the S106 highways funding to cover the costs.

- c. War Memorial** – to consider applying to the War Memorial Trust for a grant to clean the War Memorial and re-letter the names
The Council considered the suggestion. Unfortunately, the War Memoria Trust did not give grants until the memorial was 30 years old (which would be in 2025). General cleaning would continue until a grant could be obtained.

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

- b. SLCC National Conference** – 11 / 12 October
The Clerk would be attending the National Conference.

17. Reports

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

- b. Clerk’s Report**
Following the road closure and pavement improvement issues, particularly those raised on social media, the Clerk had created a social media post to remind villagers that Facebook was not a default method of communication and about how to contact the Parish Council.

18. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 24 August

19. Date of next meeting – Thursday 7 September 2023 at 7.30pm, in Launton Parish Hall

The meeting closed at 8.55pm.

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.....