

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 7 September 2023** at 7.30pm in Launton Parish Hall

Councillors present: Mrs Abigail Dowman, Mr Andrew Briant, Mr Ed Sanders (Vice Chairman)

In attendance: The Clerk, Mrs Jane Olds; Cllr Gemma Coton (CDC), 4 members of the public; Mr Richard Walker (participated as a Councillor from Item 8. a.)

Apologies: Mrs Lesley Thompson, Mr Simon Turner (Chairman), Mrs Jaqueline Webber

1. To receive and accept apologies for absence

The Council received apologies from Councillors Thompson, Turner and Webber.

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

Four members of the public were in attendance – 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 was likely to go out for six weeks' public consultation in mid September and advised to check the allocation of housing for the village. The CDC Executive had approved consultants for the design of Bicester Market Square. CDC was currently exploring alternatives for their office space.

6. Minutes – to confirm the Minutes of the meeting held on 3 August previously circulated

The Council **RESOLVED** that the Minutes from the meeting on 3 August 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

There was nothing further to report which was not already on the agenda.

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. The Council had received one application from Richard Walker. Following consideration, Councillor Sanders proposed, Councillor Briant seconded the proposal and the Council **RESOLVED** to agree to co-opt Richard Walker to the Council.

Richard Walker completed his Declaration of Acceptance of Office form and joined the Councillors.

b. Policy Review – to review the policies

i. Media and Press Policy

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

ii. Meeting Attendance Policy

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

9. Finance

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

As at 16 August, the Accounts stood at:

Co-op Current Account	£34,440.01
Co-op Deposit Account	£22,539.71

Standing Orders

		Date Cleared
Clerk's July salary (monthly)	£767.25	1/8/23
Launton Lines (monthly)	£170.00	4/8/23

Direct Debits

		Date Cleared
O2 Mobile	£6.99	21/7/23

Outstanding Payments

Four payments (missed authorisation deadline)	£372.39
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Income

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. External Auditor Report and Certificate – to receive the report and certificate for the 22/23 financial year

The Council **RESOLVED** to receive the External Auditor Report and Certificate and noted that no matters were raised.

The Conclusion of Audit Notice had been published on the website and the noticeboards as required.

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 Dowman would authorise.

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Calber Facilities Management Ltd for August grass cutting (invoice number CL466197)	Urban grass cutting	6/10/22 14.	£237.00	£284.40
Bank Transfer	Richard Wise for rural verge cutting (invoice number 2983)	Rural verge cutting	2/12/21 14. b.	£250.00	£300.00
Bank Transfer	Moore for External Auditor's Limited Assurance Review (invoice number 319401)	Audit	Statutory	£210.00	£252.00
Bank Transfer	T L Jenkins Landscaping Ltd for weed spraying (invoice no 3605)	Village upkeep and weed spraying	2/2/23 15.	£725.00	£870.00

Debit Card transactions to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
23/8/23	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, NALC and SLCC.

The Council **RESOLVED** to book one ticket for the NALC webinar “Engaging with local communities through digital engagement” on 27 September 2023 at a cost of £30 plus VAT and booking fee.

The Council **RESOLVED** to book one place on the OALC Roles and Responsibilities training on 3 October for Councillor Walker (cost £80 + VAT) and two places on the Planning training on 13 November (cost £55 each + VAT).

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: 23/02092/ADV

Proposal: RETROSPECTIVE - 1 No luminated fascia sign to front elevation at first floor level

Location: Building 148, The Command Works, Bicester Heritage, Old Skimmingdish Lane, OX27 8FZ

The Council considered the application and **RESOLVED** to respond that while there were no objections to the application, should the sign be illuminated 24 hours a day, only renewable energy sources should be used or it should be turned off during non-business hours.

8.04pm: Cllr Coton left the meeting

ii. Application Number: 23/02097/F

Proposal: Installation of solar panels, the replacement of a shutter door with a bi-fold window, roller shutter alterations, the installation of air vents, the installation of external storage enclosures, installation of flues, signage, and associated works (follow up to 23/00258/F)

Location: Building 148 The Command Works, Bicester Heritage, Old Skimmingdish Lane, OX27 8FZ

The Council considered the application and **RESOLVED** to respond that there were no comments or objections to the proposal.

iii. Application Number: 23/02158/F

Proposal: Proposed two storey & single storey rear extension and detached garage / workshop at the rear

Location: 4 Bicester Road, OX26 5DP

The Council considered the application and **RESOLVED** to respond that while there were no objections to the proposal, with the lack of a Design and Access Statement it was not possible to understand the justification for the 4.3m tall high garage / workshop.

iv. Application Number: 23/02046/F

Proposal: Single storey and two storey rear extension

Location: 33 West End, OX26 5DF

The Council considered the application and **RESOLVED** to respond that there were no comments or objections to the proposal.

b. To note notices of decision

i. Application Numbers: 23/00482/F and 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

Permission for development subject to conditions and Listed Building Consent (3 August)

ii. Application Numbers: 23/01667/F and 23/01668/LB

Proposal: Replacement windows and external doors

Location: West End Farm House, 56 West End, OX26 5DG

Refusal of development (25 August)

iii. Application Numbers: 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

Permission for development subject to conditions and Listed Building Consent (30 August)

12. Parish Hall Project

a. Progress report – to receive a report

The Clerk reported that the Council was still awaiting the Lease for signing. There was some confusion about which solicitor was to produce the engrossed copies, however, in the Agreement for Lease it specified that it was to be the PCC's Solicitor's responsibility.

The Clerk had started to write the business plan in order that an application to the Community Ownership Fund could be submitted. Expressions of interest had been submitted to CDC for the Rural England Prosperity Fund, to the Department of Health and Social Care (DHSC) for the provision of an AED (defibrillator) and to OCC about EV charging points.

The Clerk had met with the Treasurer of the Parish Hall Management Committee and the Treasurer of the PCC about the financial management of the Hall. The Clerk had started to investigate insurance quotations together with the utilities.

b. Broadband connection – to receive a progress report

No further information about the implementation had been received.

13. Village Matters

a. Highway and Traffic Issues – to receive a general update

An OCC Highways Officer had agreed to look into the specifications for new Speed Indicator Devices and white gates at the entrances to the village using the S106 funds already allocated.

The pavement on the Bicester Road outside the Church had been completed.

20mph area

The 20 roundels were installed on 31 August and 1 September. It was not known when the official Regulation would come into force.

Parking on the pavement issues

The Clerk had received complaints from villagers regarding vehicles parking on the pavement together with the inconsiderate parking in The Glades which had been referred to the Police.

The Police confirmed that they only had the power to deal with parking obstructions if witnessed by an Officer at the time and if the person complaining was happy to make a statement about the effect of this. The non-emergency number – 101 – should be used to report obstructions.

b. Speedwatch – to receive a progress report

The Speedwatch co-ordinator had provided a report which had been circulated. The Council noted the report and thanked the Speedwatch co-ordinator for their efforts.

c. Salt and Grit Bin Provision – to consider whether an additional bag of salt or any new bins are required

The Council considered the salt provision and **RESOLVED** to agree that no further salt was required this year, but to review once the current storage provision had been updated.

- d. Kissing Gate by the Church** – to consider a quotation for the painting of the kissing gate by the Church on Bicester Road

The Council considered the quotation and **RESOLVED** to agree to the quotation from Barrie Jones to wire brush all metal work, removing all loose and flaking paint, wash clean and paint with two coats of Hammerite black (allowing sufficient time between coats) at a cost of £470 from the Village Upkeep budget.

It was noted that there may be restricted access to the footpath while the work is carried out.

- e. Bench by War Memorial** – to consider a quotation for a remedial repair

The Council considered and **RESOLVED** to agree a quotation of £15 from David Moore for the minor repair of the middle slat of the bench by the War Memorial.

- f. Village Gates** – to receive a report

The village gates were considered under 13. a.

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

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

15. Attendance at Meetings and Reports from meetings / courses

- a. Community First Oxfordshire** – Autumn Conference and AGM – 15 September in Chesterton
- b. OCC Highways Depot Open Day** – 16 September at Drayton
- c. SLCC National Conference** – 10, 11 and 12 October
- d. CDC Town and Parish Charter Conference** – 26 October (time tbc)

16. Reports

- a. Chairman's Report**

The Chairman had nothing further to report.

- b. Clerk's Report**

The Clerk reported that the sale of the Chapel on Station Road had fallen through twice, primarily due to misunderstandings of the arrangements with the freehold building and the leasehold churchyard. It was on the market again.

Greencore Homes presented their exhibition to the village on 2 September. They had been asked to produce the information as a website for those who were unable to attend. An informal meeting with the Parish Council was to be arranged and the developers would be invited to the Parish Council meeting when the application had been submitted to CDC.

The CDC Local Plan consultation was due to start once the CDC Executive and Full Council had considered it in September.

- 17. Items for information or next Agenda only** – all items for the next agenda to be submitted to the Clerk by Thursday 21 September

- 18. Date of next meeting** – Thursday 5 October 2023 at 7.30pm, in Launton Parish Hall

The meeting closed at 9.02pm.

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.....