

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 5 October 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), Mr Richard Walker, Mrs Jaqueline Webber

In attendance: The Clerk, Mrs Jane Olds; Cllr Gemma Coton (CDC) (until 8.11pm), 3 members of the public (1 left 7.44pm)

Apologies: Mrs Abigail Dowman

1. To receive and accept apologies for absence

The Council received 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 were in attendance. One member of the public wished to raise the issue of climate change, which while it was not on the current agenda, had been raised at previous meetings. They were assured that the Council was taking the issue very seriously and had recently attended a Climate Change webinar for further education. Another member of the public was concerned about the drainage issues from the proposed Greencore / Grange Farm development.

7.44pm: one member of the public left the meeting

4. East West Rail – to receive a progress report from the EWR Liaison Officer

Ms Sa'id was unable to attend. However, she had written that the A1 Compound was still currently being used as a base for the track team while the track construction and signalling works were being carried out and this would remain until next year. A further update on the timeframe would be provided for the November meeting.

5. Reports from District and County Councillors

Cllr Coton (CDC) reported that the Local Plan consultation was live. The Council was awaiting an update about the London Road crossing from EWR. Cllr Nedelcu sent his apologies.

No report had been received from Cllr Corkin (OCC) but the Clerk had met with him earlier in the month to discuss the traffic issues.

6. Minutes – to confirm the Minutes of the meeting held on 7 September previously circulated

The Council **RESOLVED** that the Minutes from the meeting on 7 September 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. Policies

The Media and Press Policy and the Meeting Attendance Policy had been updated and published.

b. Kissing Gate by the Church

The kissing gate had been refurbished.

8. Governance and Consultations

a. Fixed Assets – to receive the inspection reports

- Councillor Briant reported that the review of the litter bins and dog waste bins was currently in progress. The bin in Sycamore Road needed replacing. There was still a dispute about how many times the dog bins were emptied a week during the summer.
- Councillor Dowman would report on the bus shelters (including the associated litter bins and benches) and the defibrillator and cabinet at the next meeting.
- Councillor Sanders reported that the village pump and surrounding fencing on Station Road were satisfactory, but that the flagstones surrounding the pump could be replaced.
- Councillor Thompson reported that the village gates would be part of a wider replacement / traffic management programme; an application to the War Memorials Trust for the cleaning of the war memorial would be investigated next year when the war memorial qualified.
- Councillor Turner reported that the wall by the Poplars was structurally sound, but it may need some re-pointing in due course, the land by the Poplars was acceptable, the speed activated sign was not currently working due to the vegetation covering it (the Clerk had asked the land owner to cut the hedge back), and the open spaces in the Glades and Sherwood Close were tidy.
- Councillor Webber would report on the salt bins, West End Footpath and the outside benches at the next meeting.
- The Clerk had checked the noticeboards, the laptop and 'phone – the laptop was very slow and would need replacing in due course. The silent soldiers would be inspected when they were put out later in the month and the Parish Hall furniture would be checked on 24 October.

b. Policy Review – to review the policies

i. Grants Policy and application form

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

c. Staffing Committee – to agree a date for the committee to meet

The Council **RESOLVED** to agree to meet following the 2 November Parish Council meeting.

8.11pm: Cllr Coton left the meeting

9. Finance

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

As at 15 September, the Accounts stood at:

Co-op Current Account	£51,264.97
Co-op Deposit Account	£22,539.71

Standing Orders

Clerk's August salary (monthly)	£767.25	Date Cleared 1/9/23
Launton Lines (monthly)	£170.00	4/9/23

Direct Debits

O2 Mobile	£6.99	Date Cleared 21/8/23
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Income

Launton Plotters for insurance	£10.00	Date Cleared 4/9/23
Precept – 2nd tranche	£19,871.50	13/9/23

The budget monitoring report was presented and published.

- 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. Grant Requests** – to consider any grant requests received
None had been received.
- 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	Oxfordshire Association of Local Councils for Roles and Responsibilities Course for Cllr Walker (invoice number: W-2839)	Training	7/9/23 10. a.	£80.00	£96.00
Bank Transfer	David Moore for bench maintenance (invoice number: DM0095)	Village Upkeep	7/9/23 13. e.	£15.00	£15.00
Bank Transfer	Barrie Jones Property Maintenance for restoration of Bicester Road kissing gate and fence (by the Church) (invoice number: 00629)	Village Upkeep	7/9/23 13. d.	£470.00	£470.00
Bank Transfer	Navitas Design for additional mailbox capacity for Cllr Turner (invoice number: 31187)	Website Hosting and Domain Name	6/4/23 9. d.	£10.00	£12.00
Bank Transfer	Cherwell District Council for dog bin emptying 11 bins @	Dog bin emptying	6/4/23 9. h.	£1,132.56	£1,359.07

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
	£102.96 per week (invoice number: 20012430)				

Debit Card transactions to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
22/8/23	HMRC NIC July - August Payment	HMRC / NIC	Statutory	£1.28	£1.28
12/9/23	NALC – Webinar Engaging with Local Communities	Training	7/9/23 10. a.	£32.68	£39.22

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 Clerk clarified that Councillor Turner would attend the Planning training on 13 November at a cost of £55 + VAT.

- b. **Community Governance Qualification** – to receive an update
The Clerk confirmed that the SLCC was prepared to sponsor her for the qualification.

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: 23/02583/F**

Proposal: Single storey rear extension
Location: 1 Wetland Drive, OX26 5AN

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**
None had been received.

- c. **Cherwell Local Plan** – to consider the consultation (closes 3 November)
The Council **RESOLVED** to agree to hold an informal online meeting on Monday 30 October at 7.30pm to discuss the plan and to delegate the final response to the Clerk.

The Council **RESOLVED** to agree to Councillors Sanders and Turner attending the CDC in person workshop on 19 October at Bodicote House with Councillor Walker and the Clerk attending the online workshop on 25 October.

12. Parish Hall Project

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

The Chairman reported that following discussions with the PCC Secretary, it was apparent that the PCC's solicitors did not have the Lease documents and were unable to engross the final documents – despite the Agreement for Lease clearly stating that it was for the PCC's solicitors to complete the documentation.

The Council therefore **RESOLVED** to agree that the Chairman would instruct the Council's solicitors to complete the engrossed documents. Concern was raised about the additional costs this would incur.

b. **CDC Village and Rural Community Halls Rural England Prosperity Fund** – to consider making an application to the fund for the Parish Hall (deadline 6 November)

The Council **RESOLVED** to agree to making an application to the fund for the full £25,000 and to the Friends of Launton Parish Hall for assistance with some match funding.

c. **Broadband connection** – to receive a progress report

Gigaclear had confirmed that the installation would be on Tuesday 24 October.

13. Village Matters

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

The Clerk reported that the Bicester Road pavement by the entrance to The Glades would be swept by the CDC street sweeper as it was covered in gravel residues – probably from the Thames Water pothole issues earlier in the summer.

A villager had raised concerns about the 20mph zone and that, while driving, they had been overtaken on occasions by impatient drivers who did not wish to adhere to the limit.

i. **Speed Indicator Devices and Traffic management** – to receive a general update

The Clerk had attended a site meeting with Councillor Corkin and the OCC Highway Officer to look at the locations for the proposed Speed Indicator Devices, the replacement white gates and the bollards around the grass area in Sherwood Close. While Speed Indicator Devices were not recognised by the Department for Transport, they appeared to be more effective than Vehicle Activated Signs. It was hoped that this project would be funded by S106 provision.

It had been hoped that the yellow line consultation for The Bull crossroads could have been included in the consultation for the 20mph Zone, but this was not possible.

The Council **RESOLVED** to agree to the location of the SIDs on Bicester Road opposite the Church and on Blackthorn Road outside the Timbers / Mulberry Development and asked that the location of the SID on Station Road be reconsidered.

ii. **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.

- iii. **Bus stops by the crossroads** – to consider a request for the installation of a bus shelter opposite the Poplars and to receive a progress report on the refurbishment of the Perspex of the shelter by The Bull

OCC had publicised information about Community Transport grants; the village Transport Representative had suggested that the Council could apply for some of the funds for a new bus shelter for the stop opposite The Poplars (towards Aylesbury). Unfortunately, the grant was not available for physical infrastructure, but the OCC Highway Officer had confirmed that it would be possible to install a bus shelter at that location as it was Highway verge and that it may be possible to use some of the S106 funds for the purpose and for the restoration of the Perspex on the shelter opposite. The OCC Highway Officer would let the Clerk have the details of contractors for quotations.

- b. **Tree Survey** – to consider obtaining a survey of the trees which the Parish Council has responsibility for and to confirm the areas
The Council considered the suggestion that a survey of all the Council-owned trees should be undertaken and confirmed the areas which the Council had responsibility for:

- the grass area in The Glades with three trees
- the grass area in Sherwood Close – one tree
- the 'wild' area in The Poplars which had a number of trees.

The Council **RESOLVED** to agree to obtain quotations.

- c. **Slow Ways** – to consider how the Council and village can help to get local routes verified and surveyed
The Council considered the proposal and **RESOLVED** to agree to advertise the project in *Launton Lines*.

- d. **Poppy Wreath** – to consider a donation to the Royal British Legion for the Remembrance Day poppy wreath
The Council considered and **RESOLVED** to agree a contribution of £60.00 to the Royal British Legion for a poppy wreath.

- e. **Defibrillator** – to consider applying to the Department of Health and Social Care for a grant to fund an additional defibrillator for the Parish Hall
The Council **RESOLVED** to agree to apply to the Department of Health and Social Care for a grant to fund an additional defibrillator and cabinet and to agree to match funding of £750 (from the Asset Replacement Fund Reserve) if the full funding was not successful.

9:25pm: The Council **RESOLVED** to agree to extend the meeting to 9.40pm.

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. Greencore Homes – informal meeting 19 September

Councillors Sanders, Thompson and Turner attended a meeting and tour of the Greencore Homes factory on 19 September which was very informative. Matters raised included the state of the road and delivery times together with issues with Thames Water and the drainage.

b. SLCC National Conference – 10, 11 and 12 October

The Clerk would be attending the SLCC Board meeting, National Forum meeting and AGM on 10 October with the Conference starting on 11 October.

c. Bicester Rural Resilience Meeting – 17 October 7pm – Chesterton Community Centre

The Council **RESOLVED** to agree that Councillor Sanders would attend.

d. OCC Town and Parish Charter Conference – 26 October (6.30pm – 8.30pm at County Hall and online)

The Council **RESOLVED** to agree that Councillors Walker and Webber would attend online and the Clerk would attend in person.

e. CDC Parish Liaison Meeting – 8 November (online)

The Council **RESOLVED** to agree to Councillors Thompson and Turner attending the online meeting.

16. Reports

a. Chairman's Report

The Chairman had nothing further to report.

b. Clerk's Report

The Clerk reported she had attended the NALC Financial Regulations session on 2 October. She had presented Internal Auditor training on 4 October and would be presenting a session at the SLCC Conference about the online Internal Auditor training which she had been working on. She had also been working with the Central Digital and Data Office on the promotion of gov.uk domain names to the wider smaller Council sector.

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

18. Date of next meeting – Thursday 2 November 2023 at 7.30pm followed by the Staffing Committee, in Launton Parish Hall

The meeting closed at 9.39pm.

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.....