LAUNTON PARISH COUNCIL

DRAFT AND UNAPPROVED Minutes of the Parish Council meeting held on **Thursday 1 February 2024** at 7.30pm in Launton Parish Hall

Councillors present: Mr Andrew Briant, Mr Ed Sanders (Vice Chairman), Mrs Lesley Thompson, Mr Richard Walker, Mrs Jaqueline Webber

In attendance: The Clerk, Mrs Jane Olds; eight members of the public (four departed 8.22pm)

Apologies: Mrs Abigail Dowman, Mr Simon Turner (Chairman)

1. **To receive and accept apologies for absence**
   The Council received Councillors Dowman and Turner'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**
   Eight members of the public were in attendance. Four members raised concerns about planning application reference 24/00173/F (minute reference 11.a.i.)

4. **East West Rail** – to receive a progress report from the EWR Liaison Officer
   No report had been received. A member of the public informed the meeting that it appeared that EWR was intending to consult on six alternatives for the London Road crossing.

5. **Reports from District and County Councillors**
   Cllr Coton sent her apologies.

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

6. **Minutes** – to confirm the Minutes of the Council meeting held on 4 January previously circulated
   The Council **RESOLVED** that the Minutes from the meeting on 4 January be accepted as a true record and were signed by the Chairman of the meeting.

7. **Update on progress from the Minutes** – the Clerk / Chairman to report on progress of outstanding items which do not require further decision
   a. **Meeting Dates**
      The meeting dates had been updated on the website and would be published on the noticeboards shortly.

   b. **Policies**
      The Marking the Death of a Senior National Figure procedure had been published.

   c. **Precept**
      The precept request had been sent to CDC and the amount had been confirmed.

8. Governance and Consultations

a. OCC / OALC Councils' Charter – to consider a response to the consultation (closes 11 February)
The Council considered the Charter and **RESOLVED** to agree to support the project and the text of the Charter.

b. CDC Planning Application Validation Checklist – to consider a response to the consultation (closes 11 March)
The Council considered the consultation and **RESOLVED** comment that the Design and Access Statement should be compulsory under appropriate circumstances, particularly for general planning applications.

c. Website Review – to appoint two Councillors to review the content of the website (as per the Website Policy)
The Council **RESOLVED** to agree to appoint Councillors Briant and Walker to review the content.

9. Finance

a. To receive the Finance Report and quarterly Budget Monitoring Report
As at 16 January, the Accounts stood at:

Co-op Current Account	£22,911.37	
Co-op Deposit Account	£42,700.15	
Standing Orders		**Date Cleared**
Clerk's December salary (monthly)	£822.25	2/1/24
Parish Hall Hire (quarterly)	£90.00	2/1/24
Launton Lines (monthly)	£170.00	4/1/24
Direct Debits		**Date Cleared**
O2 Mobile November contract	£6.99	21/12/24
Outstanding Payments		
O2 Mobile December contract	£6.99	

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. Electronic Payment Device – to receive an update
The Clerk reported that the machine had been received and activated. It had been used for the first time at the defibrillator training the previous weekend and had taken £160 in donations for South Central Ambulance Service.

The Council **RESOLVED** to agree to absorb the charges of £2.72 for the use of the machine in the bank charges budget rather than taking it out of the donation to the SCAS.

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	Open Spaces Society for annual subscription	Subscriptions	6/4/23 9. d.	£45.00	£45.00
Bank transfer	South Central Ambulance Service for donation for defibrillator training	Grants	7/12/23 14. c. iii.	£200.00	£200.00
Bank transfer	Launton Village Players for grant	Grants	4/1/24 9. e. ii.	£300.00	£300.00
Bank transfer	Oxfordshire Mind for grant	Grants	4/1/24 9. e. i.	£100.00	£100.00
Bank transfer	HMRC NIC	HMRC / NIC	Statutory	£8.87	£8.87
Bank transfer	Austin Electrical Services for installation of defibrillator cabinet (invoice no: 3878)	Defibrillator	5/10/23 13. e.	£185.00	£222.00

Debit Card transactions to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
9/1/24	Dropbox for annual renewal	IT Costs	6/4/23 9. d.	£79.90	£85.88
22/1/24	SumUp Payments Ltd for Solo and Printer device	Admin costs	4/1/24 9. d.	£139.00	£166.80

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.

No further training was requested.

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: 24/00173/F

Proposal: Part single storey side rear extension and part first floor/two storey rear extension

Location: Cherry Tree Cottage, Blackthorn Road, OX26 5DA

The Council

considered the application which had only been received on 28 January and **RESOLVED** to agree to request a time extension in order that it could be considered fully at the March meeting.

b. To consider whether to make further representation to an appeal

i. Application Number: 23/01667/F – Appeal Ref: APP/C3105/W/23/3331379
Proposal: Replacement windows and external doors
Location: West End Farm House, 56 West End, OX26 5DG

The Council had had no comments or objections to the original application as the appellant had gone to great lengths to ensure that the replacement windows were in keeping with the house and the general area.

The Council **RESOLVED** to agree to support the appellant in their appeal and would write to the Planning Inspector accordingly.

c. To note notices of decision

i. Application Number: 23/03120/LB
Proposal: Re-roof of main house and dairy to include insulation and bat mitigation measures, replace existing rooflights with new conservation style rooflights and install new clay chimney pots on existing chimneys
Location: West End Farm House, 56 West End, OX26 5DG
Listed building consent subject to conditions (8 January 2024)

8.22pm four members of the public left the meeting

12. Parish Hall Project

a. Management Committee – to agree the terms of reference and membership composition
The Council considered the Management Committee terms of reference and **RESOLVED** to agree the policy including the delegated value of expenditure and the committee structure.

b. Progress report – to receive a report
The Clerk had circulated the Business Plan and the completed draft Community Ownership Fund form to the Council for consideration prior to the meeting as it had to be submitted to the Department for Housing, Levelling Up and Communities by 31 January. The Council **RESOLVED** to agree the application.

The Clerk had received the electronic copy of the Lease after the application had been submitted.

There had been issues with setting up the energy accounts due to the previous SSE account. It was hoped that this would be clarified shortly. The provider and the cost per unit had changed and would not be confirmed until the final transfer had been completed.

The water meter needed to be located and read; unfortunately, it was thought to be covered in Tarmac and the Clerk was therefore seeking further advice.

c. Management Decisions

i. **Cleaning** – to consider setting up an account for cleaning supplies
The Council **RESOLVED** to agree to set up an account with the village shop *Costcutter* for cleaning supplies in order that the cleaner could source them locally. The account would be settled monthly by the Clerk with the debit card.

d. Policies – to consider new policies for the management of the Hall
No progress had been made.

e. Broadband Connection – to receive a progress report
The Clerk had requested a meeting with the implementation team which was scheduled for 12 February.

13. Climate Emergency

a. Report – to receive a progress report
Councillors Briant and Turner attended the Launton Environmental Society meeting. Further investigation on the alternatives to 'off-setting' funds needed to be made.

The Clerk had met with the organisers of Save Our Shropshire at the SLCC Practitioners' Conference and would put the Launton Environmental Society organisers in touch with them to share ideas.

14. Weed Spraying – to consider and agree the contract
The information had not been received.

15. Village Matters

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

i. Bicester Road Resurfacing – to receive a progress report
The Clerk had asked for a report from the Highway team but had not received a response. Concern was raised that the project had been promised in the current financial year and that the funding would be lost if it was carried forward to 24/25.

ii. Speed Indicator Devices and Traffic management – to receive a general update
The Clerk and was awaiting further information regarding the S106 funding of the scheme.

iii. Speedwatch – to receive a progress report
No report had been received.

b. Defibrillator

i. Additional Defibrillator – to receive a progress report and note installation costs
The Clerk reported that the defibrillator device and the cabinet had been received from London Hearts. A quotation for the installation of the cabinet of £185 plus VAT had been received from Austin Electrical who were the Hall's preferred contractors.

The cabinet had been installed on 29 January on the left-hand side of the main door as this was the most convenient place for the electrical spur. The Council retrospectively **RESOLVED** to agree the quotation.

The defibrillator would be unpacked, installed and registered on The Circuit. Confirmation of the installation would then be provided to London Hearts as requested.

ii. **Defibrillator Training** – to receive a report
The training was very well received. Three Community First Responders from SCAS guided more than twenty villagers through the session which included basic CPR and how to use the defibrillator. A total of £165 was collected for the SCAS Charity.

c. **Spring Village Tidy-up Day** – to note the date
The Council noted the date of 9 March and **RESOLVED** to agree a contribution of £50 to the WI if they were able to provide the refreshments.

Councillor Thompson would put up the posters in the village. The Council noted, with disappointment, that the advertisement had not been able to be included in the February edition of *Launton Lines*.

d. **Public Transport** – to receive an update
No report had been received.

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

17. **Attendance at Meetings and Reports from meetings / courses**
a. **OALC Councillor Forum** – 13 February at 12noon and 12 March at 2.30pm
The Council noted the dates of the forum meetings.

b. **Healthy Bicester Stakeholder Event** – 6 March 2024 (10am – 1pm at John Paul II Centre)
The Council noted the event, but no Councillors were able to attend.

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

b. **Clerk's Report**
The Clerk reported that the majority of her time had been spent working on the Parish Hall Business Plan and Community Ownership Fund application.

However, she would also be presenting a number of SLCC webinars to promote the Principles of Internal Auditing Local Councils training programme she had been developing with colleagues.

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

20. **Date of next meeting** – Thursday 7 March 2024 at 7.30pm in Launton Parish Hall

The meeting closed at 9.00pm.

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**……………………………………………….**