

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 4 January 2024** at 7.30pm in Launton Parish Hall

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

In attendance: The Clerk, Mrs Jane Olds; Cllr Gemma Coton (CDC); 4 members of the public (1 from 8.45pm)

Apologies: Mr Ed Sanders (Vice Chairman)

1. To receive and accept apologies for absence

The Council received Councillor Sanders' apologies.

2. Requests for Dispensations, Declarations of Interest, Gifts and Hospitality

Councillors Turner and Webber declared a non-pecuniary interest in agenda item 9. e. ii. Launton Village Players grant application and agreed to leave the meeting during the discussion.

3. To facilitate public participation with regard to items on the agenda

Four members of the public were in attendance. One member asked the Council to be mindful of the community's financial circumstances when setting the budget and precept.

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 CDC Full Council Meeting took place on 18 December. Motions considered included a solar strategy, how CDC properties could help with women's 'period poverty', how CDC could help to deal with Section 21 no fault eviction notices and how Cherwell properties could be used as banking hubs. The office move from Bodicote House to Castle Quay had been approved. A new Chief Executive – Gordon Stewart – had been appointed and would start on 8 January.

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

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

The Council **RESOLVED** that the Minutes from the meeting on 7 December be accepted as a true record with the typographical correction of "bads" to "pads" in item 14. c. i 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 Freedom of Information Policy and Publication Scheme, Staffing Committee Terms of Reference, Website Policy and Data Protection Policy had all been updated and published.

b. Staff Salary

The bank standing order had been updated.

8. Governance and Consultations

a. Meeting Dates – to consider the meeting dates for the forthcoming year

The Council **RESOLVED** to agree the following dates for Parish Council meetings, with planning meetings convened as required.

4 April

18 April – Annual Parish Meeting

2 May – Annual Meeting of the Parish Council (venue to be confirmed)

6 June

4 July

1 August

5 September

3 October

7 November

5 December

2025

9 January (noting the change of usual date due to the closeness of the new year – venue to be confirmed)

6 February

6 March

b. Policy Review – to review the policies

i. Marking the death of a senior national figure

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

c. OCC Lane Rental Scheme Proposal Consultation and Meeting – to consider the proposal, respond to the consultation and attend the meeting on 17 January

The Council considered the consultation and **RESOLVED** to agree that no response was necessary.

d. Campaign to Protect Rural England Subscription – to consider the amount of annual contribution

The Council **RESOLVED** to agree to maintain the current level of subscription at £60 per annum.

9. Finance

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

As at 15 December, the Accounts stood at:

Co-op Current Account	£45,107.31
Co-op Deposit Account	£22,700.15

Standing Orders

Clerk's November salary (monthly)

Launton Lines (monthly)

£767.25

£170.00

Date Cleared

1/12/23

4/12/23

Direct Debits		Date Cleared
O2 Mobile October Contract	£6.99	21/11/23
Outstanding Payments		
O2 Mobile November 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. Transfer to Deposit Account** – to consider transferring £20,000 from the current account to the deposit account to take advantage of the better interest rate
The Council considered the suggestion and **RESOLVED** to agree to transfer £20,000 from the current account to the deposit account.
- d. Electronic Payment Device** – to consider an electronic payment device to enable the Parish Council to receive card payments
The Council considered the suggestion to purchase an electronic payment device and **RESOLVED** to agree to purchase a Sum Up Solo and Printer at a cost of £139 plus VAT.

The Sum Up account would also be investigated.
- e. Grant Request** – to consider any grant requests received from external bodies
 - i. Oxfordshire Mind**
The Council considered the request and **RESOLVED** to agree to make a grant of £100.

8.12pm: Councillors Turner and Webber left the meeting having declared a non-pecuniary interest in the following item.

The Council **RESOLVED** to agree to Councillor Thompson chairing the following item.

- ii. Launton Village Players**
The Council considered the request for support with the purchase of new staging and **RESOLVED** to agree to make a grant of £300.

8.17pm: Councillors Turner and Webber returned to the meeting

- f. Draft Budget** – to consider the draft budget for 2024/25
The Clerk presented the draft budget which the Council considered.

Following discussion, the Council **RESOLVED** to agree to a budget of £52,754 (increased from £38,583.40 the previous year) and an increase in the reserves from £49,843.95 to £65,479.78. The increase in the budget and reserves was primarily due to the responsibilities of taking over the Parish Hall.

- g. Precept** – to consider and agree the setting of the Precept level for 2024/25
CDC had informed the Parish that the estimated Tax Base figure for the year 2024/25 would be 619.9 (previous year 615.7).

Having agreed the budget, and taken the Reserves and surplus into account, the Council considered the Precept request and **RESOLVED** to agree to an increase of £11,849 on the previous year to £51,592. The annual cost to a Band D household would be approximately £83.23 – an increase of £18.68 over the whole year.

The Clerk would inform CDC of the decision and publicise the information in *Launton Lines*.

- h. 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 Webber would authorise.

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	London Hearts for match funded donation for defibrillator and cabinet for Parish Hall (donation number: 26437)	Defibrillator	5/10/23 13. e.	£750.00	£750.00
Bank Transfer	Campaign to Protect Rural England for annual subscription renewal	Subscriptions	4/1/24 8. d.	£60.00	£60.00

Debit Card transactions to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
5/12/23	Post Office – Lease to Solicitors	Parish Hall Project	7/12/17 10. a.	£9.45	£9.45

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 noted the new training list and that the Clerk would be unable to commence the Community Governance Level 4 qualification due to the additional workload of the Parish Hall project.

9.22pm: The Council **RESOLVED** to agree to extend the meeting until 10pm.

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: 23/03433/REM**

Proposal: Reserved Matters application requesting consideration of layout, scale, appearance and landscaping for 65 dwellings pursuant to 21/04112/OUT (APP/C3105/W/22/3301485)

Location: Land North West Of Grange Farm, Station Road, Launton

The Council considered the application and **RESOLVED** to respond that there were no objections to the proposal but that the following comments should be raised:

- the proposed improvements to The Bull crossroads;
- the ongoing Thames Water issues;
- clarification about the drainage issues from the CDC Officer; and
- clarification about the proposed travel plan and the inclusion of the Station Road bus stop as this was not currently in service.

ii. **Application Number: 23/03443/LB**

Proposal: Replacement of existing timber windows.

Location: Box Tree Farm, Station Road, OX26 5DX

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

iii. **Application Number: 23/03438/REM**

Proposal: Reserved Matters application to 23/01941/F requesting consideration of layout, scale, appearance and landscaping

Location: The Innovation Quarter, Bicester Heritage, Buckingham Road, Bicester

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

iv. **Application Numbers: 23/03542/F and 23/03548/LB**

Proposal: Variation of 23/00483/LB reducing overall impact on the listed building for 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

Location: Box Tree Farm, Station Road, OX26 5DX

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**

No notices had been received.

12. Parish Hall Project

- a. **Management Committee** – to agree the terms of reference and membership composition
The Council **RESOLVED** to agree to defer consideration of the Management Committee terms of reference and membership composition to the following meeting.

b. Progress report – to receive a report

The Clerk had received confirmation that day that the lease would be dated 4 January. The Clerk would arrange the insurance together with the energy and water contracts as soon as practicable.

c. Policies – to consider new policies for the management of the Hall

No progress had been made.

d. Broadband Connection – to receive a progress report

The Clerk had chased a new installation date with Gigaclear but was yet to receive a response.

13. Climate Emergency

a. Biodiversity Charity – to consider a request for the Parish Council to assist with the setting up of a Biodiversity Charity to be a receptacle for local carbon offset donations and for members of the Council to be trustees of the charity

The Council considered the suggestion and **RESOLVED** that further information was required which would be obtained at the meeting of the Launton Environmental Society on 17 January.

b. Launton Environmental Society Meeting – to note the date of the next meeting as 17 January at 7.30pm and to consider Councillor attendance

The Council **RESOLVED** to agree that Councillors Turner and Walker would attend. Any other Councillors would also be welcome to join the meeting.

c. Report – to receive a progress report

No additional progress had been made.

14. Village Matters

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

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

The Clerk had confirmed the revised location with the OCC Highways Officer and was awaiting further information regarding the S106 funding of the scheme.

ii. Speedwatch – to receive a progress report

No report had been received.

b. Defibrillator

i. Additional Device – to receive a progress report

The device would be delivered once the payment had been received by London Hearts. The Council **RESOLVED** to agree to the placement of the cabinet at the front of the building; advice from the Hall electrician would be sought.

ii. Training – to note the training date of 27 January and encourage attendance.

The Council noted the date between 10am and 12noon at the Parish Hall.

The WI were prepared to provide refreshments.

- c. **Spring Village Tidy-up Day** – to consider a date, request supplies and ask the WI to provide refreshments

The Council **RESOLVED** to agree to the date of Saturday 9 March between 10am and 12noon and to ask the WI to assist with the refreshments.

The Clerk would complete the CDC form for supplies in due course and send *Launton Lines* the poster.

- d. **Village Upkeep** – to consider a quotation for the village weed control for 2024/25
The Council was awaiting the quotation.

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

- 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. **OALC Councillor Forum** – 9 January at 9.30am and 13 February 12noon

The Council noted the dates of the forum meetings.

- b. **CDC Climate Networking Event** – 24 January 10am – 1pm – Bodicote House

The Council noted the date of the event. It was with regret that no Councillors were available to attend.

- c. **Healthy Bicester Stakeholder Event** – 6 March 2024 (10am – 1pm at John Paul II Centre)

The Council noted the event.

17. Reports

- a. **Chairman's Report**

The Chairman had nothing further to report.

- b. **Clerk's Report**

The Clerk reported that she would be attending the SLCC Practitioners Conference between 30 January and 2 February.

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

- 19. **Date of next meeting** – Thursday 1 February 2024 at 7.30pm in Launton Parish Hall

The meeting closed at 9.59pm.

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.....