

LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 7 March 2024** at 7.30pm in Launton Parish Hall

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

In attendance: The Clerk, Mrs Jane Olds; Cllr Gemma Coton (CDC) (until 9.17pm); 3 representatives from Greencore Homes (left 8.00pm); the village Public Transport Representative (left 9.43pm); 7 members of the public

Apologies: Mr Ed Sanders (Vice Chairman), Mr Richard Walker, Mrs Jaqueline Webber

1. To receive and accept apologies for absence

The Council received Councillors Sanders, Walker and Webber'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

7 members of the public were in attendance for varying lengths of time throughout the meeting.

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

No report had been received.

5. Greencore Homes – to receive a report from the developers

Three representatives from Greencore Homes attended the meeting and answered questions. It was not clear whether the application (reference 23/03433/REM) was to be referred to the CDC Planning Committee or if it was for the Planning Officer to consider.

A member of the public raised concerns about the boundary fencing, particularly on the northern side nearest a horse field and asked that a dialogue could be opened between the developer and the landowner. Greencore were proposing an updated landscaping strategy which it was hoped would help mitigate the issues for the horses. It was suggested that a restrictive covenant on the use of fireworks and bonfires was considered.

Another member of the public raised concerns about the water connection to the site and the potential disruption to drive accesses on Station Road while the work was undertaken.

The representatives took note of the concerns and would look into how to mitigate them.

8.00pm Greencore representatives left the meeting

6. Reports from District and County Councillors

Cllr Coton reported that the CDC budget had been passed with a 3.37% / £5 per Band D property increase.

It was understood that a Planning Inspector's decision two weeks prior to the meeting had ruled that CDC no longer had a 5 year housing land supply.

Anyone requiring a postal vote must renew their application every three years.

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

7. Minutes – to confirm the Minutes of the Council meeting held on 1 February previously circulated
The Council **RESOLVED** that the Minutes from the meeting on 1 February be accepted as a true record and were signed by the Chairman.

8. Update on progress from the Minutes – the Clerk / Chairman to report on progress of outstanding items which do not require further decision

a. OCC / OALC Charter

The Clerk had submitted a response to the consultation.

9. Governance and Consultations

a. Policy Review – to review the policies

i. Health and Safety Policy

The Council **RESOLVED** to agree to adopt the Policy.

b. Terrorism (Protection of Premises) Bill (aka Martyn's Law) – Standard Tier – to consider the Government consultation

The Council **RESOLVED** not to respond to the consultation.

c. OCC Vision Zero Draft Strategy Consultation – to consider a response to the consultation (closes 10 March)

The Council **RESOLVED** not to respond to the consultation.

d. Launton Community Communications Group – to consider the appointment of a Parish Council representative to join the Communications Group

The Council **RESOLVED** to agree to appoint Councillor Thompson as the Parish Council representative on the Communications Group.

e. Website Review – to receive a report from the Councillors about the website

The Council **RESOLVED** to agree to defer the consideration.

10. Finance

a. To receive the Finance Report

As at 16 February, the Accounts stood at:

Co-op Current Account	£20,856.50
Co-op Deposit Account	£42,700.15

Standing Orders

		Date Cleared
Clerk's January salary (monthly)	£822.25	1/2/24
Launton Lines (monthly)	£170.00	5/2/24

Direct Debits

O2 Mobile January contract

£6.99

Date Cleared

22/1/24

Outstanding Payments

O2 Mobile February contract

£6.99

Income

Cash donation from defibrillator training

£5.00

Date Cleared

14/2/24

The SumUp Account still needed further clarification to transfer the funds.

- 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. Grants** – to consider any further grant requests

No further grant requests 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 Dowman would authorise.

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	David Moore for Sherwood Close Maintenance (invoice no: DM0099)	Village upkeep and weed spraying	2/11/23 15. b. i.	£30.00	£30.00
Bank Transfer	Community First Oxfordshire for annual subscription	Subscriptions	6/4/23 9. d.	£70.00	£70.00
Bank Transfer	Navitas Design for website hosting (invoice no: INV-31493)	Website hosting and domain name	6/4/23 9. d.	£74.99	£89.99
Bank Transfer	Oxfordshire Association of Local Councils for annual subscription (invoice no: L00174/2024/1)	Subscriptions	6/4/23 9. d.	£261.50	£313.80
Bank Transfer	HMRC NIC	HMRC / NI	Statutory	£8.87	£8.87

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	J Olds for: Clerk expenses (printing £33.45; laminating £7.60)	Admin costs	6/4/23 9. g. iii.	£41.05	£41.05
	Meeting costs £12.00	Meeting costs		£12.00	£12.00
	Mileage expenses	Mileage expenses		£20.52	£20.52
	Home working expenses	Home working expenses		£104.00	£104.00
	Total			£177.57	£177.57

The Council noted the payment omitted from noting at February Meeting.

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Zurich Municipal for Parish Hall Insurance (invoice no: 529780214). NB cost reduced from original quote	Insurance	2/11/23 12. b. ii.	£200.82	£200.82

The Council noted the Debit Card transactions.

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
12/2/24	Toolstation for 2 x inspection cover keys for Hall water meter	Parish Hall Project		£14.97	£17.96
	CDC for Garden Waste Subscription for Hall brown bin (subscription ref 51223450)	Parish Hall Project		£49.00	£49.00

11. 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 two places on OALC's Managing Projects and Major Work Programmes session on 26 March at a cost of £50.00 plus VAT per attendee.

12. 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 and **RESOLVED** to object to the proposal on the following grounds:

- the plans did not appear to be accurate and did not indicate the neighbouring conservatory which would be directly affected by the work;
- the plans failed to indicate a number of trees on the boundary between Jasmine Cottage and Cherry Tree Cottage which may be affected;
- the overbearing nature of the structure to the neighbouring Jasmine Cottage, together with the effect of the overshadowing to the rear of the cottage and the adjoining conservatory;
- no provision for off street parking was able to be made, but there was the likelihood that with the increase in bedrooms, further parking would be required.

ii. Application Number: 24/00380/REM

Proposal: Reserved Matters application for appearance, landscaping, layout and scale pursuant to outline permission 23/01941/F for a mixed-use HQ building (Classes E(g), B2 and B8)

Location: The Innovation Quarter, Bicester Heritage, Skimmingdish Lane, Launton

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 Number: 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

Listed building consent subject to conditions (31 January 2024)

ii. Application Number: 23/03036/F

Proposal: Redevelopment to form three detached dwellings with garages, parking and altered vehicular access

Location: Salamanca, Bicester Road, OX26 5DQ

Permission for development subject to conditions (2 February)

iii. Application Number: 23/00052/F

Proposal: New detached outbuilding including replacement boundary wall with new natural stone.

Location: Squires House, Station Road, OX26 5DX

Permission for development subject to conditions (21 February)

iv. Application Number: 23/03542/F

Proposal: Variation of Condition 2 (plans) of 23/00482/F - amendments to design of alterations to main dwelling, minimising impact of the fabric of Listed Building. Relocate garage to minimise impact of the setting of the Listed Building while retaining bat roosting loft space

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

Permission for development subject to conditions (4 March)

9.00pm: two members of the public left the meeting

13. Parish Hall Project

- a. Management Committee** – to consider the membership of the Committee and appoint two Councillors
The Council **RESOLVED** to agree to defer the terms of reference and membership composition.
- b. Further financial advice from Parkinson Partnership** – to consider a quotation for further advice regarding VAT implications for taking on responsibility for the Hall
With the significant increase in the likely building costs it had been realised that there were further VAT implications which had not been initially considered. The Council **RESOLVED** to agree to seek further advice from the Parkinson Partnership on the implications of the option to tax at a cost of £250 plus VAT.

Further guidance on VAT registration would cost an additional £250 plus VAT, but could be considered at a later date.

- c. Progress report** – to receive a report
The Architect had confirmed that CDC had provided the Building Regulations Approval Plan with some minor changes to the design as follows:
- door location, operation (inward/outward opening) and vision panels
 - an additional standing height wash hand basin was required in one of the DDA wcs
 - ventilated Fire Cavity barriers added to the wall construction of the kitchen extension
 - changes to the kitchen layout in that 2 units (one with the sink) will be fixed at a height of 850mm, with a clear void underneath to allow access for wheelchair users
 - change to the roof insulation type on the kitchen extension
 - bin store base construction changed due to the Tree Protection Zone.

The Clerk had received confirmation from EDF that the new energy account had been completed.

Following the purchase of two manhole cover keys, the water meter had been located and a reading submitted to Castle Water.

The CDC garden waste subscription had been arranged and paid for at a cost of £49.00.

- d. Broadband connection** – to receive a progress report
Gigaclear had confirmed that the installation would take place on 2 April.

- e. **HM The King Portrait** – to consider applying to receive a portrait of HM the King for the Parish Hall

The Council **RESOLVED** to agree that a portrait was not required.

14. Climate Emergency

- a. **Report** – to receive a progress report
No further progress had been made.

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 the OCC Highways Team for an update but nothing had been received.

- ii. **Speed Indicator Devices and Traffic management** – to receive a general update
The Clerk had received confirmation that the SIDs would be installed on 2 and 3 April.

- iii. **Blackthorn Road 'Gates'** – to consider the purchase and installation of new gates at the entrance to the village
Following a request to OCC Highways, an Officer had confirmed that OCC would be able to undertake the order and the work for the white gates on Blackthorn Road.

- iv. **Speedwatch** – to receive a progress report
The report had been provided. The Clerk would publicise the Speedwatch group to encourage more volunteers.

- b. **Defibrillator**

- i. **Additional Defibrillator** – to receive a progress report
The defibrillator at the Parish Hall had been unpacked, installed in the cabinet and registered with The Circuit. A further set of pads would need to be ordered.

Further information would be provided about the available defibrillators in *Launton Lines*.

- c. **Rural Verge Cutting** – to consider a quotation
The quotation was yet to be received.

- d. **Weed Spraying** – to consider and agree the contract
The Council **RESOLVED** to agree to accept the quotation from Hawthorn Landscapes to spray and clear Station Road, the alleyways between Sycamore Road, Yew Tree Close and Ancil Avenue, returning to clear and dispose of the dead waste for £700.

- e. **Bus Shelter Sweeping** – to consider a quotation for sweeping the bus shelters
The Council **RESOLVED** to agree to accept David Moore's quotation of £30 to sweep out the bus shelters in February and September.

9.17pm: Cllr Coton left the meeting

- f. **Spring Village Tidy-up Day** – to note the date
The Council noted the date of 9 March.

g. Dog Waste Collection – to note the new arrangements for the collection service

The Council noted the new arrangements for the collection service.

h. Provision of waste bins

i. Sycamore Road and War Memorial – to consider the purchase of replacement bins

The Council **RESOLVED** to agree to purchase a Futuro bin at a cost of £400.25 plus VAT and installation fixing bolts to replace the bin by the War Memorial and a Sherwood bin at a cost of £423.82 plus VAT and installation fixing bolts to replace the bin in Sycamore Road; both bins to be supplied by Glasdon.

ii. Dog bin in the Sports Field / Yew Tree Area – to review the location of the sports field dog bin and consider the purchase of a new bin

The Council **RESOLVED** to remove the dog waste bin from the sports field nearest the entrance to the Yew Tree field and agreed to purchase a Retriever 50 from Glasdon at a cost of £427.38 including the ground lock fixing tool and fixing system which would be sited by the path in Yew Tree field. The siting of the bin would be in consultation with the CDC Street Cleansing Manager.

9.30pm: the Council **RESOLVED** to agree to extend the meeting until 9.45pm

i. War Memorial and Water Pump - to consider an application from the craft group for support with a community project

The Council **RESOLVED** to agree to support the project to create poppy cascades which would be installed by the Silent Soldiers by the War Memorial and Water Pump.

j. Public Transport – to receive an update

The Public Transport representative reported that the OCC funding for the Number 17 bus route between Bicester and Aylesbury was ringfenced until 2025, but it was hoped that further S106 funding from the new Grange Farm development would prolong the route. However, a further change to the timetable was proposed.

Councillors asked if the 20mph speed limit through the village could be brought to the attention of the bus drivers.

It was also requested that the RTI dot matrix board on the bus stop by the Bull be turned off as it was not displaying the information.

k. D-Day Commemoration – to consider the commemoration of the 80th anniversary

The Council suggested that the Historical Society may be interested in arranging a commemoration.

l. Flooding in Village – to receive a report

The Clerk had received details of the Thames Water Liaison Officer. The Clerk would arrange a meeting between the Parish Council, affected villagers and the Officer.

9.43pm: the Council **RESOLVED** to agree to extend the meeting until 9.50pm.

9.45pm: The Public Transport Representative left the meeting

- 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. **CDC Larger Villages Meeting** – 6 February – to receive a report
The notes from the meeting were circulated.
- b. **OALC / OCC County Day** – 20 March at County Hall
The Council **RESOLVED** to agree that Councillor Thompson and the Clerk would attend.
- c. **OALC Councillor Forum** – 12 March 2.30pm and 9 April 7pm
The Council noted the dates of the forum meetings.
- d. **CDC Parish Liaison Meeting** – 12 June (in person)
The Council noted the date.

18. Reports

- a. **Chairman’s Report**
The Chairman had nothing further to report.
- b. **Clerk’s Report**
The Clerk reported that she had updated her ‘Clerk Year’ document using the latest template developed by SLCC and circulated it to the Council for information.

19. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Thursday 20 March

- a. **1 Station Road (formerly the Blue Texel)**
A villager had sent concerns about the state of one of the walls on the Bicester Road side of the building. As the wall is close to the pavement / highway, the Clerk had reported the concern to Cherwell's Building Control and Flood Risk Manager. The Manger had made a site visit and confirmed that no intervention was currently necessary, but if anyone had any concerns in the future to let the Clerk know so that it could be forwarded.
- b. **Annual Parish Meeting** – 18 April
To note the date.

20. Date of next meeting – Thursday 4 April 2024 at 7.30pm in Launton Parish Hall

The meeting closed at 9.47pm.

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.....