LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 6 June 2024** at 7.30pm in Launton Parish Hall

Councillors present: Mr Andrew Briant, Mr Ed Sanders (Vice Chairman), Mr Simon Turner (Chairman), Mrs Jaqueline Webber

In attendance: The Clerk, Mrs Jane Olds; 6 members of the public

Apologies: Mrs Abigail Dowman, Mrs Lesley Thompson, Mr Richard Walker

1. **To receive apologies for absence**
   The Council received Councillors Dowman, Thompson and Walker'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**
   Six members of the public were in attendance. Fundraising and grants for the hall 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**
   No report had been received from Cllr Coton (CDC) or Cllr Corkin (OCC).

6. **Minutes** – to confirm the Minutes of the Council meeting held on 2 May previously circulated
   The Council **RESOLVED** that the Minutes from the meeting on 2 May 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. **External Audit**
      The Annual Governance and Accountability Return (AGAR) and accompanying documents were submitted to the External Auditor on 21 May and published on the website. The Public Rights notice had been posted on the noticeboards.

   b. **New Bins**
      The Clerk had not had the opportunity to arrange the order of the bins. However, she had discussed installation with a volunteer.

8. **Governance and Consultations**
   a. **Policy Review** – to review the policies
      i. **Social Media and Electronic Communication Policy**
         The Council considered the Social Media and Electronic Communication Policy and **RESOLVED** to agree to adopt it.

b. Website Review – to receive a report from the Councillors about the website
The Council **RESOLVED** to agree to defer the consideration. The Clerk confirmed that Wayback Machine had indexed the website periodically.

9. Finance

a. To receive the Year End Finance Report and Budget Monitoring Report
As at 16 May, the Accounts stood at:

Co-op Current Account	£39,731.18	
Co-op Deposit Account	£42,963.45	
Standing Orders		**Date Cleared**
Clerk's April salary (monthly)	£822.25	1/5/24
Launton Lines (monthly)	£170.00	7/5/24
Direct Debits		**Date Cleared**
O2 Mobile April contract	£6.99	22/4/24
Outstanding Payments		
O2 Mobile May contract	£6.99	
Income		**Date Cleared**
OCC Grass Cutting Grant	£1,216.28	2/5/24
VAT Reclaim – 1 April 23 – 29 February 24	£1,174.99	3/5/24

The transfer of £23,000 from the current account to the deposit account was made on 20 May.

b. Bank Statement – to acknowledge scrutiny and acceptance of the previously circulated bank statement
The regular bank statement was reviewed and accepted.

c. Deposit Account – to consider opening a higher interest deposit account
The Council **RESOLVED** to agree to open a 35-day notice account with an interest rate of 2.12% gross.

d. Internal Auditor – to review effectiveness of the Internal Audit
The Council considered the statements and **RESOLVED** to agree them. The Chairman and Clerk signed the form.

e. Replacement Laptop

i. To consider the purchase of a new laptop for the Clerk
The Council noted that the current Asus laptop was purchased in 2016 and was slow.

One quotation for a Lenovo laptop had been received, but further quotations were needed. The Council **RESOLVED** to agree to defer a decision until more information was available.

ii. **To consider Office 365 subscription**
The Council **RESOLVED** to agree to defer consideration until the new laptop had been confirmed.

f. **Zoom** – to consider changing the Zoom account to a monthly subscription
As the annual subscription renewed on 12 June, the Council **RESOLVED** to agree to change to a monthly subscription to enable a full review of the IT provision in due course.

g. **Minute Guard Book** – to consider the purchase of a new Minute Book
The Council **RESOLVED** to purchase a new Minute Book from Shaws at a cost of £173 plus VAT.

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 Dowman would authorise.

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Calber Facilities Management Ltd for May grass cutting (invoice no: CL472044)	Urban grass cutting	6/10/22 14.	£237.00	£284.40
Bank Transfer	HMRC NICS Employer Contribution April to May	HMRC / NI	Statutory	£8.87	£8.87
Bank Transfer	Elaine Anstee for 23/24 Internal Audit (invoice no: 2023/2024 005)	Audit	11/5/23 12. f. ii.	£200.00	£200.00
Bank Transfer	Oxfordshire Association of Local Councils for Cyber Security and Awareness for Cllr Turner (Invoice no: W-3317)	Training	2/5/24 12. a.	£25.00	£30.00
Bank Transfer	Oxfordshire Association of Local Councils for Appraisals for parish and town council staff for Cllr Sanders (invoice no: W-3319)	Training	2/5/24 12. a.	£30.00	£36.00
Bank Transfer	R Wise Farm a/c for rural verge cutting (invoice no 3066)	Rural verge cutting	2/5/24 16. b.	£250.00	£300.00
Bank Transfer	SSE – Electricity for Hall (invoice no: 00591260)	Parish Hall utilities	6/6/24 12. e. i.		£1,698.45

The Council noted the Debit Card transaction.

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
	Launton Village Store for cleaning products for Hall (May)	Parish Hall Sundry materials	1/2/24 12. c. i.	£20.57	£20.57

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 and confirmed that she had booked the Cyber Security session for Councillor Turner and the Appraisals session for Councillor Sanders.

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

No applications had been received.

b. To note notices of decision

i. Application Number: 21/02286/F
Proposal: Construction of a coffee unit with drive-thru facility and indoor seating with associated access, car parking, landscaping and servicing parking
Location: Land North West Of Launton Road Roundabout Adjoining, Skimmingdish Lane, Caversfield *[note not Caversfield – it should be Launton]*
Permission for development subject to conditions (1 May 2024)

ii. Application Number: 24/00549/F
Proposal: Variation of Condition 3 (natural stone) of 22/02973/F - change the exterior finish from stone to block and K render to match the neighbouring property
Location: 12 Sharpes Cottages, Station Road, OX26 5BU
Permission for development subject to conditions (2 May)

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
Permission for development subject to conditions (10 May)

iv. 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
Permission for development subject to conditions (10 May)

v. **Application Number: 24/00852/F**
Proposal: Proposed conversion of existing double garage to home office and hobby room
Location: 4 Wetland Drive, OX26 5AN
Permission for development subject to conditions (21 May)

vi. **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
Permission for development subject to conditions (14 May)

12. Parish Hall Project

a. **Plans for the Hall and fundraising** – to consider the implications of not raising the funds required for the full refurbishment project together with further actions
The Council noted the risk of not being able to raise the full funds for the project and **RESOLVED** to agree to contact the architect to investigate the possibility of breaking the project down into smaller portions to make use of the currently available funding.

b. **Management Committee** – to consider the membership of the Committee and appoint two Councillors
The PCC confirmed that their representative would be Joan Packer.

c. **Community Ownership Fund application** – to receive the Round 3 notification and consider further action
The final application window had not been opened due to the announcement of the General Election which would take place on 4 July. Applicants were currently awaiting further news.

d. **Further financial advice from Parkinson Partnership** – to consider a quotation for further advice regarding VAT implications for taking on responsibility for the Hall
The Council had received the report from the Parkinson Partnership. The consideration on the VAT implications would be deferred until a project plan from the architect had been received.

e. **Utility Bills**

i. **SSE – to consider an outstanding payment**
The Council **RESOLVED** to agree to pay the outstanding invoice of £1,698.45 from before the Lease was finalised. Once the Hall Management Committee bank account could be accessed and the bookings clarified, the Council would be in a better position to reallocate funds.

ii. **EDF** – to note that the direct debit commencement
The Council noted that the direct debit of £309 per month would commence on 4 July.

iii. **Castle Water** – to note the high meter reading and consider further action
The Council noted that the meter reading on 11 February was 90,880 and the reading taken on 25 May was 100,452 which was significantly higher.

It was suggested that the stop cock in the Hall be turned off over night and the meter read once it had been turned off and just before it was turned on again to see whether there had been any additional usage.

f. Progress Report – to receive a report
The Management Committee had added the Clerk to the Committee's Lloyds bank account in order that the Council would be able to start to manage the income from the bookings. In due course, Councillors would also be added to the account.

The Clerk had asked the Bookings Secretary to help to complete a bookings spreadsheet to confirm the bookings income.

g. Broadband Connection – to receive a progress report
The Clerk reported that the installation scheduled for 5 June had been postponed.

It was hoped to make a further appointment for early July.

13. Climate Emergency

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

14. Village Matters

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

i. Bicester Road Resurfacing – to receive a progress report
There was no further update, but it was in the schedule for the current financial year.

ii. Speedwatch – to receive a progress report
Two Speedwatch sessions had taken place in May.

In those two sessions, in total, 575 vehicles were counted with 47 of those vehicles exceeding the limit; the maximum speed recorded was 46pmh in the 20mph limit.

b. Flooding in Village – to receive a report
The Clerk was still awaiting a response.

The OCC drainage team had been booked to clear the gullies on Station Road outside Sharpes Cottages later in the year.

c. Launton Arms – to consider nominating the venue as an Asset of Community Value
No further information had been provided by the concerned residents.

d. Village Gates and Signs – to consider the best course of action for cleaning the gates
The Council **RESOLVED** to agree to ask for a quotation.

e. Bus Shelter by The Bull – to consider a solution for the renovation of the shelter
The Clerk had asked OCC for recommendations of companies to do the work. OCC had asked a contractor for a quotation in January which had not been received by the Clerk.

OCC would forward on the quotation.

f. **Communication with Bicester Heritage** – to consider a proposal from Bicester Heritage
The Council **RESOLVED** to agree that regular meetings with Bicester Heritage would help the communication and community engagement. The Council suggested that virtual meetings would be more convenient.

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. **East Cherwell Rural Community Forum** – 28 May
Councillor Sanders attended the meeting. Topics included a presentation about domestic violence, a discussion about the 20mph limits and anti-social behaviour.

b. **OALC Councillor Forum** –4 June at 12noon, 9 July at 2.30pm and 13 August at 7pm
No Councillor was able to attend the June meeting.

The Council noted the dates of future meetings.

c. **CDC Parish Liaison Meeting** – 12 June 6pm surgeries, 7pm meeting at Bodicote House
The Clerk hoped to attend.

d. **OALC AGM** – 1 July 7pm – County Hall and hybrid
Councillor Turner would attend virtually, the Clerk would attend in person.

17. **Reports**

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

b. **Clerk's Report**
The Clerk had nothing further to report.

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

a. **Speed Indicator Device**
The Clerk reported the Station Road Speed Indicator Device had been turned to face away from the road. The Clerk had reported the issue to the Highways team who agreed to rectify it.

b. **Oxfordshire Local Nature Recovery Strategy**
To be added to the next agenda.

19. **Date of next meeting** – Thursday 4 July 2024 at 7.30pm in Launton **SCHOOL** Hall. Venue change due to the General Election.

The meeting closed at 9.13pm.

Signed………………………………………………….. Dated**……………………………………………….**