

LAUNTON PARISH COUNCIL

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

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

In attendance: The Clerk, Mrs Jane Olds; 5 members of the public

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

1. To receive apologies for absence

The Council received Councillors Dowman, 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

Five members of the public were in attendance.

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

Ms Sa'id was unable to attend the meeting but sent a written report.

The demobilisation of the A1 compound had been started. A smaller temporary office and welfare arrangement had been established to house the signalling, power and communications team but this would be removed in September which would be towards the end of the reinstatement works.

Jarvis Lane and Grange Farm footbridges would be closed to remove graffiti from the structures on 22 and 23 July.

Works would be undertaken beneath the Bicester Road railway bridge, but this would not affect the road use.

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 6 June previously circulated

The Council **RESOLVED** that the Minutes from the meeting on 6 June 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. New Bins

The Clerk had discussed the installation with the volunteer and would arrange the purchase of the bins around annual leave.

b. Policies

The Social Media policy had been updated and published.

c. Zoom

The Zoom account had been updated to pay monthly at a cost of £12.99 excl VAT.

d. Minute Guard Book

The book had been ordered and received.

8. Governance and Consultations

a. Policy Review – to review the policies

i. Recording of Meetings Policy

The Council considered the Recording of Meetings 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.

9. Finance

a. To receive the Year End Finance Report and Budget Monitoring Report

As at 14 June, the Accounts stood at:

Co-op Current Account	£13,186.09
Co-op Deposit Account	£65,963.45

Standing Orders

Clerk's May salary (monthly)	£822.25	Date Cleared 3/6/24
Launton Lines (monthly)	£170.00	4/6/24

Direct Debits

O2 Mobile May contract	£6.99	Date Cleared 20/5/24
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Outstanding Payments

O2 Mobile June contract	£6.99
HMRC Month 2	£8.87

Income

Deposit Account interest	£263.60	Date Cleared 5/4/24
Parish Hall lettings	£40.00	30/5/24

The monthly payment to HMRC was omitted from the banking list in June. This had been added to the current payment list.

The budget monitoring report had been published.

b. Bank Statement – to acknowledge scrutiny and acceptance of the previously circulated bank statement

The regular bank statement was reviewed and accepted.

c. Grant Requests – to consider any grant requests received

i. Volunteer Driver Service

The Council considered the application and **RESOLVED** to agree to make a contribution of £100 to the Volunteer Driver Service.

ii. Clean Slate

The Council considered the application and **RESOLVED** to agree to make a contribution of £100 to Clean Slate.

iii. Friends of Island Pond Wood

The Council considered the application for assistance with the annual grass cutting for the wood and **RESOLVED** to agree to contribute £480 for the year 2024/25 to be made from the Village Upkeep and Weed Spraying Budget.

d. Deposit Account – to consider opening a higher interest deposit account

The Clerk had made the application to open the 35-day interest account and Councillor Thompson had authorised it. A request for further information together with additional authorisations had been received. Councillors Thompson and Turner signed the form which the Clerk would return.

e. 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	Calber Facilities Management Ltd for June grass cutting (invoice no: CL472688)	Urban grass cutting	6/10/22 14.	£237.00	£284.40
Bank Transfer	HMRC NICS Employer Contribution (Month 2) (omitted from June payments)	HMRC / NI	Statutory	£8.87	£8.87
Bank Transfer	HMRC NICS Employer Contribution (Month 3)	HMRC / NI	Statutory	£8.87	£8.87
Bank Transfer	Mike Deegan for assessment and feedback on COF application (invoice no: 2024/LauntonPC/01)	Parish Hall Project	4/4/24 12. b.	£450.00	£450.00

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	David Moore for bus shelter sweeping and	Village upkeep and weedspraying	7/3/24 15. e.	£30.00	£30.00
	Sherwood Close garden area (invoice no: DM 0104)		2/11/23 15. b. i.	£30.00	£30.00
	Total				£60.00
Bank Transfer	Parkinson Partnership LLP for Additional VAT advice on opting to tax	Parish Hall Project	7/3/24 13. b.	£250.00	£300.00
Bank Transfer	Shaw and Sons Ltd for Minute Guard Book (invoice no: 295511)	General Admin	6/6/24 9. g.	£173.00	£207.60
Bank Transfer	J Olds for: Clerk expenses (printing £42.46, general £11.43, laminating £4.40)	Admin costs	4/4/24 10. g. ii.	£58.29	£58.29
	Mileage expenses	Mileage expenses		£21.85	£21.85
	Home working expenses	Home working expenses		£104.00	£104.00
	Meeting costs (Hall heating)	Meeting costs		£2.00	£2.00
	Total			£186.14	£186.14

The Council noted the Debit Card transaction.

Date Paid	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
10/6/24	Zoom – June (change from annual to monthly payment restructure)	Meeting costs	6/6/24 9. f.	£0.18	£0.22
12/6/24	Zoom – June Subscription	Meeting costs	6/6/24 9. f.	£12.99	£15.59
26/6/24	Launton Village Store for cleaning products for Hall	Parish Hall Sundry materials	1/2/24 12. c. i.	£12.97	£12.97

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.

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: 24/01607/CLUE

Proposal: Certificate of Lawfulness of Existing Use for existing building with mixed Class Use: Mews 7B - class use E(c)i; Mews 7C - class use E(c)ii; Mews 7D - class use E(c)iii; Mews 7E - class use B2; Mews 7F - class use B2; Mews 7G - class use B2

Location: Mews 7 Grange Farm, Station Road, OX26 5DX

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

ii. Application Number: 24/01664/F

Proposal: Change of Use of Building 116 from Sui Generis MOD use to Class E/B8 to create office and storage, with associated alterations

Location: Building 116, Bicester Heritage, Buckingham Road, Bicester

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

iii. Application Number: 24/01687/F and 24/01688/LB

Proposal: Variation of Condition 2 (plans) of 23/00482/F - 1. Introduction of low-key traditional carport. 2. Conversion of the existing attic storage area located on the 2nd floor of the Farmhouse. 3. Inclusion of ensembles to first floor bedrooms. Introduction of 1.5 storey rear extension over lightweight glass link. 4. Introduction of a sympathetically designed front porch together with associated parking. 5. The internal layout of the Listed Building has been simplified to retain more of the original features with the inclusion of a new opening within the north-west rear wall. Door to replace external window on south-east and north-west. 6. Reintroduce traditional sash windows with correct proportions to the north-east elevation. 7. Rearrangement of the open planned space to integrate the kitchen to the listed building. 8. Design alterations to the swimming pool to separate this from the existing curtilage listed buildings. 9. Revisions to the annexe, outdoor kitchen area and garden store.

Location: Laurels Farm, Station Road, OX26 5DX

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

b. To note notices of decision

i. Application Number: 24/01419/F

Proposal: Single storey rear extension and installation of entrance door

Location: 1 Station Road, OX26 5DS

Application withdrawn

ii. Application Number: 24/01099/F

Proposal: New rear facing former window to replace current roof light

Location: Blenheim Barn, Blenheim Drive, OX26 5EA

Permission for development subject to conditions (17 June)

iii. Application Number: 24/01098/F

Proposal: Single storey rear extension
Location: 1 Lanes End, OX26 5DU
Permission for development subject to conditions (17 June)

iv. Application Number: 24/00780/OUT

Proposal: Removal of condition 26 (live-work dwellings details) of 21/04112/OUT
Location: OS Parcel 2778 Grange Farm North West Of Station Cottage, Station Road, Launton, Oxon
Permission for outline development subject to conditions (21 June)

12. Parish Hall Project

a. Progress report – to receive a report

Councillor Turner and the Clerk met with the Architect, Alex Bond, online on 24 June. It was suggested that CDC should be approached to ask whether the Rural England Prosperity Fund (REPF) grant specification could be changed from the heating to the roof works in order that the hall could be made watertight. The Clerk had approached CDC and was awaiting a response.

The Clerk had confirmed with TV Licensing that neither customers nor staff watched television on the premises. However, the Clerk advised that once the broadband was installed, it should be reconsidered.

b. Electrical Inspection – to consider commissioning an electrical safety inspection of the Hall
The Council **RESOLVED** to agree to ask contractors for a quotation to undertake an electrical safety inspection.

c. Utility Bills

i. Castle Water – to receive an update

Councillor Briant had undertaken some monitoring of the water meter and reported that it appeared to be an intermittent leak. Sometimes the usage overnight was more than 90 litres, but at others much reduced. The next course of action was to turn off the stopcock in the building over night.

ii. EDF – to receive an update

The Clerk reported that it was now possible to submit electricity meter readings for both meters. Readings were being taken regularly.

A bill for £1,426.38 had been received, but the starting amounts of energy used had been estimated. Once the Clerk had queried the accounts and provided accurate photographic meter readings, the bill for 4 April to 18 June had been adjusted to £478.96 and would be taken on 15 July. A revised monthly direct debit would be agreed.

d. Broadband Connection – to receive a progress report

The Clerk had sent some dates to Gigaclear who had apparently not received them and booked the installation for 2 July. Unfortunately, when the engineers were on site, they were unable to make the connection due to the complexity of the job and the need for additional equipment. However, they did a site inspection and agreed where the cabling would enter the building.

It was hoped to make a further appointment shortly.

13. Climate Emergency

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

14. Village Matters

a. Highway and Traffic Issues

- i. **Speedwatch** – to receive a progress report

Four Speedwatch sessions had taken place in June, although one had to be abandoned due to a blocked view.

In total, 671 vehicles were counted with 53 of those vehicles exceeding the limit; the maximum speed recorded was 38mph in the 20mph limit.

- ii. **Drains**

The OCC Highways Operations Manager had sent a report.

During the very wet winter, OCC had received an unprecedented number of reports relating to flooding and drains; a high number of those enquiries were as a result of short-term heavy downpours which had overwhelmed the drainage system which was not designed to cope with that volume.

Other causes of the flooding were as a result of the high-water tables, full water courses and road-side ditches. In the main, the ditches were the maintenance responsibility of the adjacent landowners; OCC and CDC were working with the landowners to resolve those specific issues.

Unfortunately, due to the limited staff resources and budget restrictions, OCC could not address all of the issues last winter. Any ongoing or new issues should be reported via Fix My Street <https://fixmystreet.oxfordshire.gov.uk/>.

- b. **Launton Arms** – to consider nominating the venue as an Asset of Community Value
Communication had been received from two villagers regarding a proposed application.

It was understood that the property may already be on the market. The Clerk would confirm with Community First Oxfordshire whether an ACV can be made on a property already for sale.

No further decision was able to be made.

- c. **Village Gates and Signs** – to consider the best course of action for cleaning the gates
The Council **RESOLVED** to agree to defer consideration.

- d. **Bus Shelter by The Bull** – to consider a solution for the renovation of the shelter
The Clerk had not received the information from OCC.

- e. **Communication with Bicester Heritage** – to consider a proposal from Bicester Heritage
The Council **RESOLVED** to agree to meet with Bicester Heritage to receive updates on a regular basis. The Clerk would liaise with Bicester Heritage to arrange a date.

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** – 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.

- b. **CDC Parish Liaison Meeting** – 12 June

The Clerk had attended the meeting and circulated the notes.

The new Chair (Cllr Chukwudi Okeke) and Leader (Cllr David Hingley) attended the meeting.

Cllr Hingley outlined the Council's priorities which included the finalisation of the Local Plan, producing a balanced budget and sound financial management, the regeneration of the town centres and protecting the natural environment of the rural areas.

Gordon Stewart, the new Chief Executive also outlined his background and his priorities for the Council for the future including the office move to Castle Quay.

Nicola Riley and Tom Gubbins then gave a presentation about the CDC well-being strategy including the seven goals.

The final presentation was by Lucy Dalby from OALC and Kevin Larner from CDC who introduced the Oxfordshire Councils' Charter which would be officially launched at OALC's AGM on 15 July.

- c. **OALC AGM** – 15 July 7pm – County Hall and hybrid (note change of date)
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 started to work on the new Financial Regulations but would wait for the slightly revised version to be published before presenting to Council.

The Clerk had attended the SLCC Expo at the Heart of England Conference Centre near Coventry on 12 June.

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. **Red Rose Bus**

The Council noted that Red Rose Travel had surrendered their contract for the Service 17 route between Launton and Bicester with a termination date of Saturday 26 October. The service between Aylesbury and Bicester was also scheduled to be withdrawn.

The bus use from Launton was insufficient to maintain the current level of service in the longer term. However, further negotiations between OCC and Buckinghamshire Council were ongoing to see if an alternative solution could be found.

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

The meeting closed at 8.53pm.

Signed.....

Dated.....