LAUNTON PARISH COUNCIL

Minutes of the Parish Council meeting held on **Thursday 1 August 2024** at 7.30pm in Launton Parish Hall

Councillors present: Mrs Abigail Dowman, Mr Ed Sanders (Vice Chairman), Mr Simon Turner (Chairman) and Mrs Jaqueline Webber

In attendance: The Clerk, Mrs Jane Olds; Cllr Gemma Coton (CDC); Parish Transport Representative (from 8.27pm); 3 members of the public

Apologies: Mr Andrew Briant, Mrs Lesley Thompson

1. **To receive apologies for absence**
   The Council received Councillors Briant and Thompson's apologies.

   The Council noted Richard Walker's resignation and offered thanks for his contribution to the Council during his tenure.

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**
   Three 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.

5. **Reports from District and County Councillors**
   Cllr Coton (CDC) reported that the May elections had resulted in the Liberal Democrats providing a minority administration as the largest elected party. Their priorities included the finance of the Council and the focus on infrastructure in the Local Plan, however, the General Election had delayed the Council's business. The recent consultation regarding Puydu Fou raised concerns about surrounding infrastructure.

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

6. **Minutes** – to confirm the Minutes of the Council meeting held on 4 July previously circulated
   The Council **RESOLVED** that the Minutes from the meeting on 4 July 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. **Policies**
      The Recording of Meetings policy had been updated and published.

8. **Governance and Consultations**
   a. **Policy Review** – to review the policies

i. **Member / Officer Protocol**
The Council considered the Member / Officer Protocol and **RESOLVED** to agree to adopt it.

b. **Oxfordshire Councils Charter** – to consider adoption of the Oxfordshire Councils Charter
The Council considered the Charter and **RESOLVED** to agree to adopt it.

c. **Campaign for the safety of lithium-ion batteries** – to consider supporting the campaign
The Council considered the campaign and **RESOLVED** to agree to support the campaign.

d. **Parish Online Mapping** – to consider a quotation
The Council considered the proposal to subscribe to Parish Online and **RESOLVED** to agree to an annual subscription at an initial cost of £63.00 plus VAT (with a 30% discount). To be reviewed in a year.

e. **Website Review** – to receive a report from the Councillors about the website
Following Councillor Walker's resignation, the Council **RESOLVED** to agree that Councillors Briant and Webber would review the website.

9. Finance

a. **To receive the Finance Report**
As at 16 July, the Accounts stood at:

Co-op Current Account	£10,118.58
Co-op Deposit Account	£65,963.45

Outstanding Payments

O2 Mobile July contract	£7.61

Income
None

Standing Orders to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Payment
1/7/24	Clerk's June salary (monthly)	Staff salary	7/12/23 9.c.	£822.25
4/7/24	Launton Lines (monthly)	Launton Lines	10/11/22 10.	£170.00

Direct Debits to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
21/6/24	O2 Mobile June contract	Admin Costs	4/4/24 10. d.	£7.61	£7.61
18/6/24	Castle Water April and May usage	Parish Hall Utilities	4/4/24 10. d.	£54.25	£54.25
15/7/24	EDF Energy (3 April – 18 June)	Parish Hall Utilities	4/4/24 10. d.	£478.96	£478.96

b. Internal Financial Control – to receive a report from the Councillor responsible for Internal Financial Control
The Council **RESOLVED** to agree to defer consideration of the report.

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

d. Deposit Account – to receive a progress report
The Council noted that the Co-op 35-day deposit account had been approved and set up. The Council **RESOLVED** to agree to leave £2,000 in the regular deposit account and to transfer the remainder to the 35-day account.

e. Internal Audit – to consider the appointment of the Internal Auditor for 24/25
The Council **RESOLVED** to agree to appoint Catherine Camp at a cost of £155 for the year.

f. Staff expenses – to note an increase in printing costs
Following the Clerk's acquisition of a new printer, the Council **RESOLVED** to agree the change in printing costs to:

- Black: A4 single sided 6p
- Black: A4 duplex 11p
- Colour: A4 single sided 15p
- Colour: A4 duplex 30p (however, this may need revising for posters using a lot of ink).
- Black: A3 single sided 14p
- Colour: A3 single sided 30p

g. 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	Calber Facilities Management Ltd for July grass cutting (invoice number CL473355)	Urban grass cutting	6/10/22 14.	£237.00	£284.40
Bank Transfer	HMRC NICS Employer Contribution (Month 4 July to August)	HMRC / NI	Statutory	£8.87	£8.87
Bank Transfer	Volunteer Driver Service grant	General grants	4/4/24 9. c. i.	£100.00	£100.00
Bank Transfer	Clean Slate domestic abuse fund grant	General grants	4/4/24 9. c. ii.	£100.00	£100.00
Bank Transfer	Friends of Island Pond Wood for grass cutting contribution	Village upkeep and weed spraying	4/4/24 9. c. iii.	£480.00	£480.00

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Hawthorn Landscapes Ltd for weed spraying and clearing Station Road and alleyways between Sycamore Road, Yew Tree Close and Ancil Avenue (invoice number: Inv-0016)	Village upkeep and weed spraying	7/3/24 15. d.	£700.00	£700.00

The Council noted the Debit Card transaction.

Date Paid	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
15/7/24	Zoom – July Subscription	Meeting costs	6/6/24 9. f.	£12.99	£15.59

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 **RESOLVED** to agree to book two places on the Good Governance and Transparency session on 9 October.

Councillor Turner also expressed an interest in the Parish Pros session on 3 December, but this would be considered further at a future meeting.

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: 23/01085/F
Proposal: RETROSPECTIVE - Change of Use of land to allow for aviation, vehicle exercising and other uses/events
Location: Bicester Heritage, Buckingham Road, Bicester
Permission for development subject to conditions (12 July)

c. Puy du Fou Consultation Event – to receive a report from the consultation event
The Clerk reported that she had attended the consultation event at Bucknell on 17 July and also the presentation which the organisation gave to Bicester Town Council's Planning Committee on 23 July. The Clerk provided the meeting with a website URL giving the general information about the proposals which would be contained within a 300 acre site on the B4011 to the north of Bucknell. The developers described it as "Kew Gardens with the Globe Theatre and Warwick Castle included in the grounds and Cirque du Soleil providing the entertainment".

The consultation would be reviewed and provided the solutions were acceptable to the proposers, the plan was to submit a planning application to CDC in the summer of 2025.

12. Parish Hall Project

a. **Progress report** – to receive a report
The Council **RESOLVED** to agree to purchase compliant Fire Safety signage. The Clerk would source appropriate signs and order four.

b. **Revision of the plans** – to consider a quotation from the architect
The Council considered the quotation of £475 plus VAT from PCMS Design and **RESOLVED** to agree to the quotation.

c. **Correspondence** – to consider a response to a letter from the WI regarding the decoration
The Council considered the letter and **RESOLVED** to agree to the WI sourcing the assistance and resources to redecorate the Hall provided there was no cost to the Council.

d. **SSEN Community Resilience Fund** – to consider an application to the fund
The Council considered the fund and **RESOLVED** to agree to make an application to both categories of the fund. It was suggested that an application for the doors and windows may qualify for the physical and environmental resilience fund and the PV panels / heating may qualify for the low-carbon technology grant fund. The Clerk would confirm the detail with the architect and the Council before submitting the application (deadline 31 August)

e. **Electrical Inspection** – to consider an electrical safety inspection of the Hall
The Council considered the quotation from Austin Electrical and **RESOLVED** to agree to the quotation of £480 plus VAT to carry out an Electrical Installation Condition Report.

f. **Water Connection** – to receive an update
The Clerk reported that Councillor Briant had not been able to move the stopcock in the kitchen so further work was needed before a conclusion about the water usage could be made.

g. **Broadband Connection** – to receive a progress report
The Clerk reported that the appointment made for 24 July had been cancelled. A new appointment had been made for 2 October.

13. Allotments

a. **Tenants** – to receive a report from the Launton Plotters
The Council **RESOLVED** to agree to defer the discussion until the Launton Plotters' Chair could attend the meeting.

b. **Councillor Representative** – to consider the appointment of a Councillor representative on the Plotters committee
The Council **RESOLVED** to agree to defer consideration until the September meeting.

c. **Lease** – to note the expiry date of the current lease between the Parish Council and the landlord
The Council noted that the current lease with the landowner was due to expire in November 2028. The Clerk would open discussions with the landlord.

d. **Asset of Community Value** – to consider a request to register the allotment land as an asset of community value
The Council considered the suggestion that the allotment site be registered as an Asset of Community Value and **RESOLVED** to consider the proposal further at a future meeting.

14. Climate Emergency

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

15. Village Matters

a. **Highway and Traffic Issues**

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

ii. **Speed Indicator Devices** – to receive a report
It was understood that the devices were not equipped with Bluetooth technology. Councillor Turner would investigate how to connect a cable to the device in order to download the data.

8.27pm: The Parish Transport Representative joined the meeting

b. **Public Transport**

i. **To receive an update from the Parish Transport Representative**
The Representative confirmed the current status of the Service 17 bus provision which had been noted at the previous meeting. The OCC Public Transport Team Leader had sent assurances that there would be some form of bus service connectivity to Bicester, but it was unlikely to be the current number 17. Further work was to be undertaken.

ii. **OCC bus stop data capture exercise** – to consider the request
The Council **RESOLVED** to agree to the PTR undertaking the bus stop data capture exercise.

8.42pm: The Parish Transport Representative left the meeting

c. **Launton Arms** – to consider nominating the venue as an Asset of Community Value
The Clerk had received confirmation from Community First Oxfordshire that if the property was already for sale, it would not be possible to propose it as an Asset of Community Value. The Council **RESOLVED** to confirm the information with the concerned villagers.

d. **Friends of Island Pond Wood** – to receive a report from the Councillor representative
The Councillor representative reported that the Friends were gearing up to celebrate the Wood's 25th birthday with an autumn event which would cater for all ages.

Maintenance work had been undertaken in the Wood and a third pond had been dug which, it was hoped, would help with the drainage.

There was concern that the membership had fallen significantly over the last year so more would be done to encourage membership and membership retention.

e. **Communication with Bicester Heritage** – to consider a proposal from Bicester Heritage
The Council suggested meeting after 4pm on a weekday.

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 –9 July at 2.30pm, 13 August at 7pm and 10 September at 9.30am – to receive a report from the July meeting and agree attendance at the August meeting
No Councillor was able to attend the July meeting.

The Council noted the dates of future meetings.

b. OALC AGM – 15 July at 7pm – to receive a report
Councillor Turner attended online and the Clerk attended in person.

The date of the meeting had been changed due to the General Election.

The Oxfordshire Charter was presented by Cllr Liz Leffman, Leader of OCC and was accepted at the meeting.

NALC Chair, Jonathan Owen, gave a brief presentation about the work of the Association and took questions from the floor.

The AGM business took place including a discussion about the level of future subscriptions together with a presentation to the outgoing President Malcolm Leeding.

18. Reports

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

b. Clerk's Report
The Clerk reported that she would be taking some annual leave during August and that she had started to work on the quotation brief for the grass cutting ready for the autumn.

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

20. Date of next meeting – Thursday 5 September 2024 at 7.30pm in Launton Parish Hall.

The meeting closed at 8.52pm.

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