

LAUNTON PARISH COUNCIL

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

Councillors present: Mr Andrew Briant, Mrs Jackie Hackett, Mr Simon Turner (Chairman) and Mrs Jaqueline Webber

In attendance: Cllr Gemma Coton (CDC); 5 members of the public

Apologies: Mrs Abigail Dowman

1. To receive apologies for absence

The Council received Councillor Dowman'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. Reports from District and County Councillors

Cllr Coton (CDC) made a report to the Council.

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

5. Minutes – to confirm the Minutes of the Council meeting held on 3 October, previously circulated

The Council **RESOLVED** that the Minutes from the meeting on 3 October be accepted as a true record and were signed by the Chairman.

6. 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 Online Banking Payment Procedure had been updated and published.

7. Governance and Consultations

a. Councillor Co-option – to consider any applications received

The positions had been advertised. No applications had been received.

b. Election of Vice Chair – to consider the election of a Vice Chair

Councillor Turner proposed, and Councillor Webber seconded the proposal, that Councillor Andrew Briant be elected as Vice Chair. The Council **RESOLVED** unanimously to elect Councillor Briant as Vice Chair.

c. Clerk Employment

i. To receive a progress report

The Chairman reported that no interest had been shown for the position of Clerk. A further meeting of the Staffing Committee was suggested to revise the presentation of the vacancy.

- ii. **Staff Salary** – to note the NALC revised cost of living salary scale for the previous Clerk for 2024/25 together with the amount backdated to April
The Council noted the NALC revised salary scales and the ‘cost of living’ increase to £15.58 per hour on Scale Point 17. This would make the total gross monthly amount £856.90.

The Council noted the total backdated pay calculated for the year from April to October was £242.55 which would be paid separately (minus any tax and National Insurance due).

The standing order was cancelled following the payment on 1 November. There would be one further salary payment to the Clerk once the final hours / annual leave had been agreed. Expenses would also be arranged.

- d. **Policy Review** – to review the policies

- i. **Biodiversity Policy and Action Plan**

The Council considered the policy and plan and **RESOLVED** to agree that no changes were necessary and to adopt the document.

- e. **Emergency Plan** – to consider the appointment of a new Chair of the Emergency Plan and agree a programme for the future revisions

The Council thanked Lesley Thompson for all her work as the former Chair of the Emergency Plan and noted that she was not able to continue.

The Council **RESOLVED** to agree to carry this item forward to the next meeting.

- f. **Consultation Review of Cherwell District Council Polling Districts and Polling Places** – to consider the consultation (closes 11 November)

The Council noted the consultation and **RESOLVED** to agree that no response was needed.

- g. **January 2025 Meeting Venue** – to consider the venue for the 9 January 2025 meeting

The Council **RESOLVED** to agree to ask the head of Launton School about the availability of the school hall.

8. Finance

- a. **To receive the Finance Report**

As at 16 October, the Accounts stood at:

Co-op Current Account	£29,711.80
Co-op Deposit Account	£2,320.84
Co-op 35-Day Deposit Account	£64,182.71
Lloyds Parish Hall Account	£2,115.71

Outstanding Payments

O2 Mobile October contract	£7.61
Castle Water September Usage	£23.25
EDF Hall Energy September Usage	£105.11

Income		Date Cleared
Co-op Deposit Account interest	£320.39	4/10/24
Co-op 35-Day Deposit Account	£219.71	4/10/24
Hall Lettings (Lloyds Account) to 21 October	£84.00	
Hall Lettings (Co-op Account)	£231.00	

Standing Orders to note:

Date Cleared	Payee and reason	Budget	Minute Ref	Payment
1/10/24	Clerk's October salary (monthly)	Staff salary	7/12/23 9.c.	£822.25
4/10/24	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
23/9/24	O2 Mobile September contract	Admin Costs	4/4/24 10. d.	£7.61	£7.61
17/9/24	Castle Water August usage	Parish Hall Utilities	4/4/24 10. d.	£25.08	£27.39

A VAT reclaim of £809.97 for the Council's non-business activities for 1 March – 31 August was made on 25 October.

- b. Bank Statements** – to acknowledge scrutiny and acceptance of the previously circulated bank statements
The bank statements were reviewed and accepted.
- c. Grant Requests** – to consider any grant requests received
The Council considered one application from Hope after Harm and **RESOLVED** to carry this item forward to the next meeting to allow the applicant time to reply to the Council's request for further information.
- 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	Oxfordshire Association of Local Councils for Internal Controls, precept and budget setting course for Cllr Turner (invoice number: W-3557)	Training	3/10/24 11. a.	£60.00	£72.00

Payment Method	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
Bank Transfer	Oxfordshire Association of Local Councils for New Financial Regs and VAT for Cllr Turner (invoice number: W-3558)	Training	3/10/24 11. a.	£55.00	£66.00
Bank Transfer	Oxfordshire Association of Local Councils for Planning course (invoice number: W-3559)	Training	3/10/24 11. a.	£60.00	£72.00
Bank Transfer	J Olds for 7 months back pay (excl taxes)	Clerk's Salary		£209.41	£209.41
Bank Transfer	HMRC for PAYE and NICS contributions (Month 7 October to November)	HMRC / NI	Statutory	£75.48	£75.48

The Council noted the Debit Card transaction.

Date Paid	Payee and reason	Budget	Minute Ref	Net Payment	Payment inc VAT
13/9/24	Zoom – September Subscription	Meeting costs	6/6/24 9. f.	£12.99	£15.59

9. Training

- a. **NALC, OALC and SLCC** – to consider any further training offered by OALC, NALC and SLCC
Councillor Turner reported that he had attended the Finance training and had learnt much of interest about the new model Financial Regulations, not least that the legally-mandated levels at which proposed works must go to full tender, rather than simply seeking three quotations, are much higher than almost everyone present had realised.

The planning training for Councillor Hackett had been booked.

10. 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 Numbers: 24/02618/F and 24/02619/LB**

Proposal: Internal and external alterations to Building 131, including refurbishment works and alteration of garage doors
Location: Building 131, Bicester Heritage, OX27 8AL

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

ii. **Application Numbers: 24/02802/F and 24/02803/LB**

Proposal: Variation of Condition 2 (plans) of 23/00482/F - 1 - Minor amendment to the replacement link with removal of door and additional illustrations showing how the approved scheme should be supported.
2 - New door to replace plastic window to rear elevation. 3 - Amended

configuration of the boot/utility room area. 4 - Removal of all first floor proposals. 5 - Design alterations to the swimming pool to separate this from the existing curtilage listed buildings. 6 - Revisions to the annexe, outdoor kitchen area and garden store

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

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

b. To note notices of decision

i. Application Number: 24/02032/F

Proposal: Variation of Condition 2 (plans) of 23/03036/F - Design amendments
Location: Salamanca, Bicester Road, OX26 5DQ
Permission for development subject to conditions (14 October)

ii. Application Number: 24/02146/F

Proposal: Change of Use of Building 137 from Class B8 to Sui Generis to provide indoor e-karting centre and attached annexes to Class E with associated repairs and conservation works
Location: Bicester Heritage, Building 137, Bicester Heritage, OX27 8AL
Permission for development subject to conditions (18 October)

iii. Application Number: 24/02329/F

Proposal: RETROSPECTIVE - Erection of a guardhouse with associated access control and landscaping
Location: Gate 8 Bicester Heritage, Skimmingdish Lane, Bicester
Permission for development subject to conditions (23 October)

11. Parish Hall Project

a. Progress report – to receive a report

Councillor Turner reported that the Parish Hall Development Advisory Group had started meeting and were making good progress towards finding options for sorting out the roof. He would need to discuss some aspects of the work with the architect, to which the other Councillors agreed. Councillor Briant undertook to try to arrange for a local plumber to tackle the seized internal stopcock so that the issue of high water usage could be investigated.

b. Parish Hall Working Group – to receive a progress report on the formation of the Working Group including the terms of reference

Councillor Turner had distributed the terms of reference for the Parish Hall Development Advisory Group that had been discussed and broadly agreed at the previous meeting, with some minor modifications. The Council considered the terms of reference and **RESOLVED** to agree to adopt them. The group had been formed, on the basis of the terms from the previous meeting, and had started meeting as there was no time to lose.

c. Broadband connection – to receive a progress report

The Council noted that it would need to contact Gigaclear for a new installation date.

12. Climate Emergency

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

13. Village Matters

a. Highway and Traffic Issues

- i. **Speedwatch** – to receive a progress report
The Speedwatch Co-ordinator sent a written report, but in the absence of a Clerk it has not been sent to the members of the Council. Councillor Turner apologised for this oversight.
- ii. **Speed Indicator Devices** – to receive a report
No further progress had been made on downloading the data from the devices.

b. Grass Cutting Contract – to consider quotations received

This item was held over until the end of the meeting, at which time members of the public were excluded due to the confidential nature of the quotations. The Council considered the quotations received from two contractors. One clearly covered the expected three-year period, but it was unclear whether the second quotation covered just the first year or all three. The Council **RESOLVED** to agree to defer the item until the next meeting and ask for clarification from the second contractor.

c. Service of Remembrance – to note that the Service of Remembrance will take place on 11 November at the War Memorial

The Council noted the date of the service.

d. Poppy Cascade – to receive a progress report

The Poppy Cascaders had done a tremendous job on the installations by the War Memorial and the pump. The Chairman would write to the Cascaders to express the Council's thanks.

e. Parish Path Wardens – to note the resignation of the Parish Path Wardens and to activate a recruitment drive for a new volunteer

The Council noted the resignation of both Path Wardens and that Councillor Hackett had volunteered to take over their duties and was in contact with the appropriate OCC officers.

f. Communication with Bicester Heritage – to consider a proposal from Bicester Heritage

The Council **RESOLVED** to agree to carry this item forward to the next meeting.

14. Correspondence – to note correspondence received not otherwise on the agenda where decisions are not required

The Council **RESOLVED** to note the correspondence.

9.25pm The Council **RESOLVED** to extend the meeting until 9.45pm.

15. Attendance at Meetings and Reports from meetings / courses

- a. **OALC Councillor Forum** – 8 October, 12 November at 2.30pm and 10 December at 7pm – to receive a report from the October meeting and agree attendance at the future meetings
No Councillor was able to attend the October meeting.

The Council noted the dates and times of future meetings.

b. CDC Digital Infrastructure Webinar (8 October) – to receive a report

Councillor Turner attended the webinar and reported that it was interesting, but was mostly aimed at areas without access to fibre broadband, so much of the presented content was not applicable to Launton.

c. McMillan Coffee Morning (12 October) – to receive a report and consider actions

Councillors Briant and Webber attended the coffee morning and reported that, although they had not managed to attract interest in filling the vacancies on the Council, members of the public had much to say about a wide range of topics that they believed the Council should address or provide answers to; Councillor Webber had circulated a list. It was agreed that there were improvements that the Council could make to communication on items of public interest.

d. CDC Parish Liaison Meeting – 6 November (online)

Councillor Turner attended the Teams meeting and reported that it had, as usual, been interesting and stimulating. The emerging Local Plan was likely to have its final round of consultation over the Christmas and New Year period, but it was noted that it would only be possible to comment on soundness and legal compliance. It is expected that the plan will be submitted for examination in the first half of 2025.

e. CDC Healthy Place Shaping – 19 March 2025

The Council noted the date.

16. Reports

a. Chairman's Report

The Chairman had nothing further to report.

b. Clerk's Report

There was no Clerk Report.

17. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 21 November

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

The meeting closed at 9.45pm.

Signed.....

Dated.....