LAUNTON PARISH COUNCIL

Members of the Parish Council and the Parish Clerk had been available before the start of the formal meeting from 7.00pm to meet with the public. All plans and correspondence were available for viewing and comments. Three members of the public attended the meeting.

Minutes of the meeting held on Thursday 2nd October 2014
At 7.30pm in Launton Parish Hall

Present: Councillors: Ms Penny Stephens, Miss Wendy Foster, Mr Howard Hill, Mrs Lesley Thompson, and Mr Simon Turner.

In attendance: The Clerk, Mr Keith Dixon

1. **To receive and accept apologies for absence items on the agenda**
   Apologies were received from Cllrs Fox and Sanders.

2. **To receive any Declarations of Interest in items on the agenda**
   There were none.

3. **To facilitate public participation with regard to items on the agenda**
   Mr Peter Cox addressed the Council about items 7a and 9d.

4. **To confirm the minutes of previous meeting – Thursday 25th September 2014.**
   The above dated minutes were unanimously agreed as a true record and were signed by the Chairman.

   Proposed: Councillor Turner **Seconded:** Councillor Stephens
   All in favour **Motion carried.**

5. **Report from Cherwell District Councillor for Launton**

There was none.

6. **Report from Oxfordshire County Councillor for Launton**

There was none.

7. **Finance and Governance**
   a. To consider and decide upon a Remembrance Day donation to the Royal British Legion under S137 of the Local Govt. Act 1972.
      It was proposed that the Council should recognise this centenary year of the start of World War One by making a once-off increase in its donation, and that £50 should be sent to the Royal British Legion, under S 137 of the Local Government Act 1972.

      Proposed: Councillor Turner **Seconded:** Councillor Foster
      All in favour **Motion carried.**

   b. To acknowledge scrutiny and acceptance of previously circulated bank statements.
      Previously circulated bank statements were reviewed and accepted.

   c. To confirm and approve expenditure for October and review income during September.
      Payments for approval

Cheque No	**Payee**	**Amount**
200406	K Dixon	£388.57

200407	Mr Jefferies – Bus Shelter	£75.61
200408	HMRC	£96.80
200409	BDO	£120.00
200410	Cherwell DC	£871.73
200411	T L Jenkins	£372.00
200412	Continental Landscapes	£228.00
200413	Launton Parish Hall	£21.00
200414	Arrow Accounting	£207.72
200415	P Bradford	£418.54
S/O	Launton Lines	£150.00
Total Payments in	Oct 2014	**£2,949.97**

All above cheques drawn on The Co-operative Bank

Receipts

Source	**Reason**	**Amount**
Co-operative Bank Current	Interest	£0.86
Bank of Ireland	Interest	£1.02
Cherwell DC	Precept part 2	£7,431.96
Total Receipts for Sept 2014		**£7,433.84**

Proposed: Councillor Turner **Seconded:** Councillor Thompson
All in favour **Motion carried.**

d. To review, and resolve to accept, the year to date Cash Book transactions and bank reconciliation.
It was proposed the bank reconciliation be approved and accordingly, it was signed by the Chairman and Clerk.

Proposed: Councillor Turner **Seconded:** Councillor Hill
All in favour **Motion carried.**

e. To review Appendix 3.1 of the LPC Audit Plan concerning the scope of the internal audit for 2014/15, its independence, competence, relationships and planning and reporting, and if acceptable, record acceptance in App. 4.
The overall scope of the audit work had been reviewed in the previous meeting and the Council considered the scope with regard to the above factors. It was resolved to agree the responses in Appx3.1 and the Chairman initialled Appx 4 accordingly.

Proposed: Councillor Hill **Seconded:** Councillor Thompson
All in favour **Motion carried.**

f. To review Appendix 3.2 of the LPC Audit Plan concerning characteristics of effectiveness of audit for 2014/15 and if acceptable record acceptance in App. 4.
It was resolved to concur the responses in Appendix 3.2 and the Chairman initialled Appx 4 accordingly.

Proposed: Councillor Hill **Seconded:** Councillor Stephens
All in favour **Motion carried.**

g. To review and, if satisfactory, resolve to accept the Council's Risk Assessment for 2014/15.

The Clerk asked the Council if there were any issues they wanted to raise, or input they wanted to make concerning the risk assessment. A number of minor points were identified and The Chairman asked members to forward any other comments to the new Clerk by 16th October to enable him to incorporate changes in time for the next meeting.

h. To review the Council's expenditure and income to date, against its budget for the year.
The Clerk explained the budget and outlook. It was resolved to accept the outlook and that the necessary funds to pay for the removal of trees and repairs to the footpath in the Glades should be vired from the Asset Maintenance reserve.

Proposed: Councillor Hill **Seconded:** Councillor Turner
All in favour **Motion carried.**

i. To consider costs involved in establishing a new, independent email address for the Parish Council and agree next steps.
It was resolved that the Chairman should be authorised to take the necessary steps to acquire a new email address for the Council, with a .gov.uk domain, provided the costs involved did not exceed three hundred pounds. This was to ensure that when changes in personnel occurred in the future, the email address would remain unchanged and give the council the opportunity to create its own website.

Proposed: Councillor Stephens **Seconded:** Councillor Thompson
All in favour **Motion carried.**

8. Planning
There was none.

9. Village Matters

a. Roadside gate Station Rd.
The Clerk reported that the replacement gate had been reinstalled.

b. The Glades footpath repairs.
The Clerk reported that the two conifer trees whose roots had caused damage to the path, had been removed. Repair work to the path was scheduled to commence on in the near future.

c. Grant for footpath improvement in West End.
The Clerk reported that the Trust for Oxfordshire's Environment had agreed a grant of £2420 towards improvements; unfortunately WREN will not make a decision about the grant application to them until April 2015.

d. Proposed Traffic calming and footpath installation in Station Rd.
After discussion of the correspondence that had passed between OCC and Mr Cox, the members agreed that they were persuaded by the arguments posed by Mr Cox and Mr Macarthur that the build-out, proposed for outside the Old Police House, should be positioned further away from the entrances to Grange Farm Mews and Green Close Nursery.
The Chairman will make contact with Mr Barrell of OCC to advise him of the council's view and to seek some factual information regarding relative costs.

10. Correspondence

a. Correspondence received for action
   i. Arrow Accounting – Letter of Engagement
   This item had been considered at the extraordinary meeting on the 25th September.

b. Correspondence received for information (sent by email)
   i. Natasha Clerk CDC – Cherwell Boundary Review
   ii. Michelle Evans Carers Voice Oxford – Change Ahead Roadshow

11.

a. Chairman's Report
The Chairman recognised the contribution made by the Clerk over the last five and a half years and asked that his personal thanks and those of the Council be recorded on the occasion of the Clerk's retirement.
He welcomed Mr Niall Campbell who would take up the Clerk's role with immediate effect, and said he was looking forward to working with him.

b. Clerk's Report
The Clerk thanked all the members for their support during his tenure.

12. **Date of next meeting** – 6th November 2014, in the Launton Parish Hall
The meeting closed at 8.25p.m.

Signed Simon [signature] Date 6th November 2014