

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. Four members of the public attended the meeting.

Minutes of the meeting held on Thursday 5th June 2014 At 7.30pm in Launton Parish Hall

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

In attendance: The Clerk, Mr Keith Dixon

1. To receive and accept apologies for absence

Apologies had been received from Cllr Sanders and County Cllr Mrs Fulljames

2. To receive any Declarations of Interest in items on the agenda

Cllr Thompson declared an interest in item 8ai planning application 14/00710/F

3. To facilitate public participation with regard to items on the agenda

There was none.

4. To confirm the minutes of previous meeting – Thursday 1st May 2014

The above dated minutes were unanimously agreed as a true record and were signed by the Chairman.

Proposed: Councillor Turner
All in favour

Seconded: Councillor Fox
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 acknowledge scrutiny and acceptance of previously circulated bank statements.

Previously circulated bank statements were reviewed and accepted.

b. To review the full year bank reconciliation at 31st March 2014 after correction of a minor error and, if acceptable, approve it.

The Clerk had previously explained to the Council that due to an un-presented cheque having been incorrectly recorded in last year's accounts, and notwithstanding the fact that there was no difference to the closing balances, he was presenting again, all of the documents affected for re-approval

It was resolved that the bank reconciliation should be approved.

Proposed: Councillor Turner
All in favour

Seconded: Councillor Fox
Motion carried.

c. To reconsider the full year accounts for 2013/14 for the Parish Council following correction of a minor error and, if acceptable, approve them.

It was resolved that the Accounts for 2013/14 should be approved.

Proposed: Councillor Stephens
All in favour

Seconded: Councillor Hill
Motion carried.

Signed

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- d. To review the Local Councils' Annual Return for year ended 31st March 2014 for Launton PC which has been amended to reflect changes in the accounts and, if concurred sign appropriate documents;

i. Accounting Statement for Launton PC

It was resolved that the Accounting Statement for 2013/14 should be approved.

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

The statement was signed by the Chairman and Responsible Financial Officer

ii. Annual Governance Statement for Launton PC

It was proposed that the Annual Governance Statement for Launton PC which was unchanged from that presented in May should be signed by the Chairman and Clerk.

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

- e. To complete Appx 4 of Launton PC's Audit Plan regarding review of the Internal Auditor's report.

Since the Council had reviewed the internal auditor's report for 2013/14 during last meeting it was proposed that appendix 4 of the Councils Audit Plan should be initialled by the Chairman.

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

Payments for approval

Cheque No	Payee	Amount
200381	Well Medical Ltd	£1,010.10
200382	Turtle Engineering Ltd	£630.00
200383	K Dixon	£422.01
200384	Mr Jefferies – Bus Shelter	£68.98
200385	HMRC	£95.40
200386	Barstows Stationery	£63.36
200387	Oxon Electrical	£37.20
200388	Continental Landscapes	£228.00
200389	Network Broker Ltd	£533.90
S/O	Launton Lines	£150.00
Total Payments in June 2014		£3,238.95

All above cheques drawn on The Co-operative Bank

Income Received

Source	Reason	Amount
Co-operative Bank Current	Interest	£1.57
Bank of Ireland	Interest	£0.96
Total Receipts for May 2014		£2.53

- f. To confirm and approve expenditure for June and review income during May.

Payments for approval

Cheque No	Payee	Amount
200381	Well Medical Ltd	£1,010.10
200382	Turtle Engineering Ltd	£630.00

Signed

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200383	K Dixon	£422.01
200384	Mr Jefferies – Bus Shelter	£68.98
200385	HMRC	£95.40
200386	Barstows Stationery	£63.36
200387	Oxon Electrical	£37.20
200388	Continental Landscapes	£228.00
200389	Network Broker Ltd	ST £533.90
S/O	Launton Lines	£150.00
Total Payments in June 2014		£2,705.05

All above cheques drawn on The Co-operative Bank

**Income
Received
Source**

Source	Reason	Amount
Co-operative Bank Current	Interest	£1.57
Bank of Ireland	Interest	£0.96
Total Receipts for May 2014		£2.53

Proposed: Councillor Turner
All in favour

Seconded: Councillor Thompson
Motion carried.

g. To review members interests.

The Clerk reminded the members that there was an obligation to review their interests at least once a year and if there were any material changes to notify the Returning Officer at Cherwell DC.

None of the members signified any notifiable changes.

8. Planning

a. To discuss and decide upon resolutions to the Planning Authority, on Planning Applications received.

- i. Application No.14/00710/F
Applicant Mr Meacock
Proposal Construction of detached garage.
Location Stoneleigh 27 West End, Launton, Bicester OX26 5DF

At this point Cllr Thompson left the meeting room.

It was resolved that the Council had no objection or comment to offer on this application.

Proposed: Councillor Stephens
All in favour

Seconded: Councillor Hill
Motion carried.

At this point Cllr Thompson re-joined the meeting.

- ii. Application No.14/00772/F
Applicant Bicester Heritage Ltd
Proposal Variation of condition 7 of 14/00209/F – To allow for wider potential use of approved residential accommodation
Location Building 82 RAF Bicester Buckingham Rd Bicester
It was resolved that the Council had no objection or comment to offer on this application.

Proposed: Councillor Stephens
All in favour

Seconded: Councillor Turner
Motion carried.

b. Planning Decisions

Signed

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- i. Application No.14/00230/LB
 Applicant Vanderbilt Homes
 Proposal Proposed demolition of small section of garden wall
 Location Yew Tree Farm Station Rd Launton Bicester OX265DX
 Decision **Granted subject to conditions**

- ii. Application No.14/00454/F
 Applicant Mr Dominic White
 Proposal Material Change of use of Ministry of Defence workshop use to office and workshop use.
 Location Building 102 Engine test House, Buckingham Rd, Caversfield
 Decision **Granted subject to conditions**

9. Village Matters

- a. To consider next steps regarding plans to raise grant funding to improve the footpath in West End.
 Cllrs Foster and Thompson explained that they were working through the application for a WREN grant to supplement the grant application in progress with TOE2.
 The Clerk described that he was seeking alternative quotes to support the applications and it was agreed to approach WREN for £2000 and TOE2 for the balance.
 The Clerk was also seeking further quotes to replace the kissing gate at the same time under the same grants. **Action Clerk Cllrs Thompson and Foster**

- b. To report progress towards the installation of a village defibrillator funded by the New Homes Bonus Scheme.
 Cllr Thompson reported that the defibrillator was now in place and operational, Council members had received training and sessions were planned for the public, which will be advised in Launton Lines, and take place in July or August. There will be a small stand at the Village Fete to give information. Access to the device will be given by the 999 operator. The device gives clear verbal instructions and is fool proof.
 The Council thanked Cllr Thompson for expediting the work so promptly.

- c. To consider next steps regarding plans for the installation of a footway in Station Rd.
 At this point (8.00p.m.) the Chairman adjourned the meeting to enable discussions with residents of Station Rd, amongst others. The meeting was reconvened at 8.46p.m.
 It was agreed that the Council needed to seek the opinion of residents regarding progress on this issue. Cllr Thompson offered to draft an article for Launton Lines and a mini survey form to ask residents for their views **Action Cllr Thompson**

- d. To consider the Council's Asset Maintenance Plan for 2014/15
 The Council reported on their inspection of assets and the findings and requirements were recorded in the Council's plan.

10. Correspondence

- a. Correspondence received for action
 - i. Mr Peter Cox – Traffic Calming in Station Rd
 See item 9c

 - ii. Mr Kevin Larner CDC – Parish Liaison Meeting invitation
 Cllr's Turner and Hill will attend the meeting. Clerk to advise CDC **Action Clerk, Cllrs Hill and Turner**

Signed

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b. Correspondence received for information

Sent by email

- i. Chris Stratford CDC – Affordable Housing
- ii. Jessica Richmond WYG consultants – Bicester Master Plan, invitation to meeting
- iii. Jan Gossett OALC – Age Concern, Community Information Network events.
- iv. Oxfordshire Clinical Commissioning Group – Public encouraged to have their say on design of local health services.

11.

a. Chairman's Report
There was none.

b. Clerk's Report
There was none.

12. Date of next meeting – 3rd July 2014, in the Parish Hall, Launton

The meeting Closed at 9.15p.m.

Signed



Date

3/7/2014