

LAUNTON PARISH COUNCIL

Parish Clerk
Caroline Dunn

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26th May 2016

You are hereby summoned to attend the Parish Council meeting to be held in **Launton Parish Hall on Thursday 2nd June at 7.30pm** for the purpose of transacting the following business.

Public participation will be held from **7pm** to enable viewing of planning applications and discussion on agenda items. Members of the public wishing to address the Council during the formal meeting must make the Chairman aware of their intention before the meeting starts, and be prepared to have their names included in the minutes of the meeting.

Agenda

1) To receive and accept apologies for absence

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

Members are obliged to declare any pecuniary interest which they may have in any of the items under consideration at this meeting. (Please refer to the notes at the end of agenda)

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

Public participation is limited to 30 minutes in total. Members of the public may make only one address to the council of no more than three minutes duration and only concerning topics on the agenda.

4) To confirm the minutes of the previous meeting on 12th May, previously circulated

5) Reports from District and County Councillors

6) Finance and Governance

- a) To acknowledge scrutiny and acceptance of previously circulated bank statements.
- b) To confirm and approve expenditure for June and review income in May.

Monthly Payment and Receipts Summary

Payments for approval

Cheque

No	Payee	Amount
1. 200495	Caroline Dunn	£340.00
3. 200496	HMRC	£85.00
2. 200497	Caroline Dunn	£333.19
4. 200498	Launton Parish Hall No. 2 A/C	£300.00
5. 200499	Arrow Accounting	£213.60
S/O	Launton Lines	£110.00
Total Payments in June 2016		£1,381.79

All above cheques drawn on The Co-operative Bank

Income Received

Source	Reason	Amount
Co-operative Bank Current	Statement not in yet	£0.00
Co-operative Bank 14 days	Statement not in yet	£0.00

Signed

Clerk

Date

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Bank of Ireland	Statement not in yet	£0.00
Total Receipts for	May 2016	£0.00

Explanatory Notes

1. Caroline Dunn Pay (Gross Pay £425)	£340.00
2. Caroline Dunn (Overtime for Annual Return & Audit)	£333.19
3. HMRC for Caroline Dunn Income Tax	£85.00
4. Arrow Accounting for Internal Audit	£213.60

May 2016

- c) To review the Local Councils' Annual Return for year ended 31st March 2016 for Launton Parish Council and sign the Annual Governance Statement 2015/2016.
- d) Review the annual Internal Audit Report for Launton Parish Council by Arrow Accounting
- e) Agree a timetable to review Standing Orders and Governance Documents.
- f) Village Fete grant application.

7) Planning

a) Withdrawal of planning applications

There were none

b) Planning applications to consider

- i. Application number: 16/00798/F
- Applicant: Mr I Cattle
- Proposal: Single storey extension to rear, new roof light window and summer house
- Location: Orchard Barn, 40 Yew Treet Close, Launton, OX26 5AE

c) Planning decisions to note

There were none

8) Village Matters

- a) **Proposal for Manor Oak Homes on land off Blackthorn Road** – Chairman to update.
- b) **Launton noticeboards** – Update from Clerk.
- c) **Grass Cutting** – Clerk to report.
- d) **Traffic Calming for Launton** – Villagers' request for enforced speeding controls in Launton.
- e) **Annual Community Emergency Plan** – Update from Clerk.
- f) **Parish Hall Lease** – Discuss the option of obtaining a long lease on the Parish Hall.

9) Correspondence

a) Correspondence received for action

There were none.

b) Correspondence received for information

There were none.

10) Reports

- a) Chairman's Report
- b) Clerk's Report - Launton Lines copy of LPC Minutes.
- Clerks laptop.

11) Date of next meeting – Thursday 7th July 2016 at 7.30 in Launton Parish Hall.

Notes on declarations of interest.

Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered.

National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary legislation made under the Act, in particular, The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012