

LAUNTON PARISH COUNCIL

Parish Clerk
Caroline Dunn

13 Yew Tree Close
Launton
OX26 5AE
Tel: 01869 246959
E-mail: clerk@launton-pc.gov.uk

28th October 2016

You are hereby summoned to attend the Parish Council meeting to be held in **Launton Parish Hall on Thursday 3rd November 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 6th October, 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 November and review income in October.

Payments for approval

Cheque No	Payee	Amount
1. 200571	Caroline Dunn	£347.32
2. 200572	HMRC	£86.80
3. 200573	Cherwell District Council	£960.96
4. 200574	ComputerPro	£38.25
5. 200575	RBL Poppy Appeal	£17.00
6. 200576	Howson Fabrication Ltd	£81.00
7. 200577	Chris Fox	£27.66
S/O	Launton Lines	£110.00
Total Payments in	November 2016	£1,668.99

All above cheques drawn on The Co-operative Bank

Income Received

Source	Reason	Amount
Co-operative Bank Current	Interest	£0.81
Co-operative Bank 14 days	No Interest	£0.00

Signed

Date

Page 1 of 3

Bank of Ireland	Statement not in yet	£0.00
Total Receipts for	October 2016	£0.81

Explanatory Notes

1. Caroline Dunn pay (gross pay £434.12)	£347.32
2. HMRC for Caroline Dunn Income Tax	£86.80
3. CDC for Dogbin emptying	£960.96
4. Clerk Laptop Data Recovery & Service	£38.25
5. Memorial Wreath	£17.00
6. Magnetic boards for Parish Noticeboards	£81.00
7. Magnets for Noticeboards	£27.66

October 2016

- c) **Missed error in September Payments** – BBS cheque 200566 in expenditure for £61.40 was, in fact, made out for £61.41 as per the suppliers invoice.
- d) **Retrospective approval** – for payment of £450 paid to Church Fete following grant from CDC received in August 2016.
- e) **Approval for purchase of poppy wreath** - to be laid at village memorial.
- f) **To review and accept year-to-date Cash Book transactions and bank reconciliation.**
- g) **Costs Associated with Parish Hall Lease** – reaffirm commitment to pay PCC costs and review initial limit.
- h) **Letter of Engagement 2016/17 for Arrow Accounting** – for internal Audit of Council.

7) Planning

a) Planning applications to consider

There were none

b) Planning decisions to note

- i. Application No: 16/01523/F
Applicant's Name: Mr Barry Tyrrell
Proposal: Addition of a dormer window on the front elevation to match an existing dormer window.
Location: Old Timbers, 62 West End, Launton, OX26 5DG
Decision: Granted
- ii. Application No: 16/01524/LB
Applicant's Name: Mr Barry Tyrrell
Proposal: As above, plus internal alterations to provide three bedrooms instead of three open sleeping areas and an additional shower room and reverse the staircase to the second floor.
Location: Old Timbers, 62 West End, Launton, OX26 5DG
Decision: Granted
- iii. Application No: 16/01639/F
Applicant's Name: Mr Yohan Chapelle
Proposal: Alterations to convert existing garage to kitchen/dining area.
Location: 12 Sherwood Close, Launton, OX26 5DR
Decision: Granted
- iv. Application No: 16/01755/F
Applicant's Name: Mr Pat Parle
Proposal: Single storey rear extension.
Location: 13 The Glades, Launton, OX26 5ED
Decision: Granted

- c) **Proposed Crossing/Shared-use Cycle Track/Bus Stop Provision on Skimmingdish Lane** – request to submit views on the proposals to construct various features to improve safety in the area in response to the development of nearby land.

8) Village Matters

- a) **Parish Hall Lease** – Update from Chairman.
- b) **Bus Shelters bins and seating** – Update from Councillor Fox.
- c) **Overgrown Brambles (Rural)** – Parish responsibility update from Chairman and Clerk.
- d) **Parliamentary Boundary Changes** – to consider a response to the Consultation on the proposed Parliamentary Boundary Changes.

9) Correspondence

- a) **Correspondence received for action** – there were none
- b) **Correspondence received for information** – there were none

10) Reports

- a) Chairman's Report
 - Report from Citizens' Advice Bicester meeting
- b) Clerk's Report
 - Overtime hours
 - Bank account signatories approved

11) Date of next meeting – Thursday 1st December 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