

LAUNTON PARISH COUNCIL

Members of the Parish Council and the Parish Clerk had been available before the start of the formal meeting from 7.00 pm to meet the public. All plans and correspondence were available for viewing and comments. 8 members of the public attended the meeting.

Minutes of the meeting held on Thursday 1st June 2017 at 7.30pm in Launton Parish Hall

Present: Councillors: Mrs Lizzie Chisholm, Mr Bobby Clements, Mr Chris Fox (Vice-Chairman), Mr Ed Sanders, Mrs Lesley Thompson and Mr Simon Turner (Chairman).

In attendance: The Clerk, Mrs Caroline Dunn

1) To receive and accept apologies for absence

Apologies were received from Councillor Jeanne Walker.

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

There were none.

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

The previous minutes could not be confirmed due to an error. This will be corrected for the July meeting.

5) Reports from District and County Councillors

Councillor Ian Corkin, Launton's newly elected Councillor for Oxfordshire County Council, introduced himself to the Council and gave a brief summary of his work in local government and how he came to be a County Councillor. He talked about the needs of our rural community and the importance of protecting our villages. Councillor Corkin also expressed concerns over the County Council's role within the rural community and how tight Oxfordshire County Council finances are due to the high demand for adult care.

6) Finance and Governance

a) To review the Council's and employees' membership of other bodies – Launton Parish Council are member of CFO, OALC and NALC and the Clerk is a member of SLCC and no proposal for change was raised.

b) To review the Council's complaints procedure – Councillor Chisholm will put together a revised procedure for the Council to be reviewed for the July meeting.

c) Reviewing the Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 – to be reviewed in at the July meeting following some further research by the Clerk.

d) Establishing the Council's policy for dealing with the press/media – The Clerk will prepare a new policy for approval by the Council at the July meeting.

e) To confirm the dates and venues of the ordinary meetings of the Council for the next year – It was agreed that, as in previous years, Council meetings would be held on the first Thursday of each month. The Annual Meeting of the Council would be held on the first Thursday of May and the Annual Parish Meeting would be held on the third Thursday in April. Whenever possible, meetings would be held in the Parish Hall.

f) To acknowledge scrutiny and acceptance of previously circulated bank statements – Previously circulated bank statements were reviewed and accepted.

g) 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. 200512	Caroline Dunn	£347.32
2. 200513	HMRC	£86.80
3. 200514	C Dunn Expenses	£280.44

Signed

Date

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4. 200515	Zurich Municipal	£523.63
5. 200516	Calber Facilities Management Ltd	£235.20
S/O	Launton Lines	£110.00
Total Payments in June 2017		£1,583.39

All above cheques drawn on The Co-operative Bank

Income Received

Source	Reason	Amount
Co-operative Bank Current	No Interest	£0.00
Co-operative Bank 14 days	No Interest	£3.38
Bank of Ireland	No Interest	£0.00
Total Receipts for May 2017		£3.38

Explanatory Notes

1. Caroline Dunn pay (gross pay £434.12)	£347.32
2. HMRC for Caroline Dunn Income Tax	£86.80
3. C Dunn - Twice yearly expenses claim for phone, stamps, overtime, petrol, etc.	£280.44
4. LPC Annual Insurance	£523.63
5. Grass cutting in village	£235.20

Proposed: Councillor Turner
All in favour

Seconded: Councillor Thompson
Motion Carried

- h) **Missed error in May Payments** – Cherwell District Council payment for dog bin collection in the amount of £192.00 should have read £480.48 as per the invoice and cheque number 200511.

Proposed: Councillor Turner
All in favour

Seconded: Councillor Fox
Motion Carried

- i) **Costs Associated with Parish Hall Lease** – reaffirm commitment to pay PCC - To be carried over to July meeting.
- j) **Island Pond Wood (IPW)** – request for contribution towards two benches – Having previously circulated details of the benches they would like to purchase, Bob Roberts from Island Pond Wood Limited (IPWL) asked the Council if they would consider purchasing two benches for IPW. As the Council's contribution towards IPW grass cutting was effectively halved this year, compared to the previous year, it was agreed that the Council would pay for the two benches. The Clerk will investigate whether the Council can buy these benches on behalf of IPWL (the Council is able to claim VAT back which IPWL is unable to do). Following the meeting the Clerk established that this would be permitted as long as the Council then sold the benches for a nominal price of £1 each to IPWL.

Proposed: Councillor Fox
All in favour

Seconded: Councillor Clements
Motion Carried

- k) **Grant request from Bicester Good Neighbour Scheme** - (BGNS) is a voluntary organisation that provides a friendly, free, home-visiting service to older people in the area, including Launton where at present they visit four people. Libby Griffin, the Chairperson for BGNS, asked the council for a contribution towards the cost of paying their administrator, whose annual salary is approximately £3,000 and made up solely from charitable contributions. The Council agreed to a £200 contribution to be reviewed in 2018.

Proposed: Councillor Fox
All in favour

Seconded: Councillor Sanders
Motion Carried

7) Planning

a) Planning applications to consider

- i. Application No: 17/00641/F
Applicant's Name: Mr & Mrs P Cox
Proposal: Re-location and adaption of a redundant agricultural barn to new site on land at Folly Cottage.

Location: Redundant agricultural barn at Folly Cottage, Station Road, Launton

Decision: **No objection or comments**

Proposed: Councillor Turner
All in favour

Seconded: Councillor Sanders
Motion Carried

- ii. Application No: 17/00868/F
Applicant's Name: Mrs T Johnson
Proposal: Conversion of detached garage to create habitable space.
Location: 20 Yew Tree Close, Launton, OX26 5AE
Decision: **No objection**, but the Council has concerns over the use of the word "habitable" within the proposal and would hope to see a condition statement that it is not used as any sort of living space.

Proposed: Councillor Turner
All in favour

Seconded: Councillor Sanders
Motion Carried

- iii. Application No: 17/00908/F
Applicant's Name: Mr Adam Roberts
Proposal: Two storey rear extension, bay window and porch extensions.
Location: Tenaya, Bicester Road, Launton, OX26 5DP
Decision: **No objection or comments**

Proposed: Councillor Fox
All in favour

Seconded: Councillor Sanders
Motion Carried

- iv. Application No: 17/00985/LB
Applicant's Name: Ms Catherine Hall
Proposal: Permission sought to reduce the size of the chimney in what was the kitchen within the house which was previously part of Yew Tree Farm.
Location: Yew Tree Farm, Station Road, Launton, OX26 5DX
Decision: **No objection or comments**

Proposed: Councillor Fox
All in favour

Seconded: Councillor Sanders
Motion Carried

b) Notice of Decision

- i. Application No: 17/00525/F
Applicant's Name: Mr Martin Evans
Proposal: Retrospective – change of use of site A to B8 storage.
Location: Storage Building, Hare Leys Farm, Poundon Road, Launton
Decision: **Granted**
- ii. Application No: 17/00646/OUT
Applicant's Name: Greenwing Developments Ltd
Proposal: Outline – residential development of up to 4 dwellings.
Location: Land South West of South Riding, Station Road, Launton
Decision: **Refused**

8) Village Matters

- a) Parish Hall Lease** – a letter was received from Mrs Celia Evans, Secretary of the PHIP, about the issue of various leases that currently exist on the Parish Hall and its car park. The PHIP are anxious that the plans for the Parish Council to lease the Parish Hall are not slowed by the various leases. Councillor Turner will contact both Mrs Evans and the PCC to see if the issue of the car park lease can be resolved so that this can move forward.
- b) Traffic control in Launton** – Councillor Chisholm reported that she had spoken to Mr Anthony Kirkwood, Assistant Principal Engineer for Oxfordshire County Council, about possible traffic calming measures in Launton. Councillor Chisholm was advised that at present there are no funds available from OCC for any traffic calming measures within the village. Crossings can cost between £25-£50k and traffic cushions or

speed humps between £30-40k. These would need to be self-funded and both options have implications of their own and are outside Launton Parish Council's budget. Should any future developments within Launton be approved then, traffic calming measures can be raised with developers. The Clerk will write to Mrs Muriel Beck to update her on the situation following her letter concerning the dangers of crossing Bicester Road. Councillor Chisholm is still looking into the Biddenham limited access traffic calming measure, how much it would cost and how it would work for Launton.

c) **Post Office Noticeboard** – The Clerk informed the Council that the PCC had emailed to say they would be happy for the Parish Council noticeboard, which is currently on the wall at the front of the Post Office, to be relocated to one of the walls of the Parish Hall.

d) **Proposed Development at Grange Farm** – Mr Karl Parkinson-Witte from Richborough Estates failed to attend the meeting.

9) Correspondence

a) Correspondence received for action

- i. 'Victim First' new initiative from the Police and Crime Commissioner for Thames Valley – previously distributed for publicity.
- ii. Cherwell District Council Parish Liaison Meeting 21st June 2017 from 7pm to 9pm – The Chairman and Councillor Fox will attend and The Chairman will report back at the next meeting.

b) Correspondence received for information

- i. Rural Services Network weekly summaries.
- ii. SSLC Monthly Bulletins.
- iii. OALC Monthly Newsletter.
- iv. Thank you letter from St Mary's Parochial Church Council for grass cutting contribution.
- v. The Post Office wrote to the Council following the village consultation to officially report their decision to relocation the Launton Post Office to Costcutter.

10) Reports

a) **Chairman's Report** – The Chairman thanked Councillor Fox for all his hard work and time sourcing and installing bins and benches for the village bus shelters and also for fixing the bench by the Parish Council noticeboard near The Bull Inn.

b) Clerk's Report

- i. Parish Hall cupboard clearing – the Clerk thanked the Councillors for their help clearing the cupboard and informed the Council that the next cupboard clearing session wouldn't be until the end of the summer. The Clerk will also see if the OCC archive storage still exists for all the old Parish Council records.
- ii. Google Maps and Launton Parish Council – the Clerk expressed concerns that her personal address and phone number have now appeared on Google Maps and that she was trying to get the location moved to the Parish Hall address.
- iii. The date of the defibrillator class has been changed to 7th October from 10.15 to 11.45am.
- iv. The Clerk apologised for the recent poor quality of scans but had to resort to using her phone as there had been problems with the scanner. At the time of writing these minutes the problem has been resolved.

11) **Date of next meeting** – Thursday 6th July 2017 at 7.30 pm in Launton Parish Hall.

The meeting closed at 9.09pm

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