

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. 4 members of the public attended the meeting.

Minutes of the meeting held on Thursday 5 October 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, Mr Simon Turner (Chairman) and Mrs Jeanne Walker

In attendance: The Clerk, Mrs Jane Olds; 3 members of the public; from 8.40pm: Cllr Ian Corkin (OCC) and Cllr David Hughes (CDC).

1) To receive and accept apologies for absence

No apologies were received from Councillors.

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

There were none.

3) To appoint Jane Olds as Clerk and RFO

The Council **RESOLVED** to agree to appoint Mrs Jane Olds as Clerk and Responsible Financial Officer to the Parish Council with effect from 1 October 2017.

Councillor Turner formally welcomed Mrs Olds to the Parish.

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

No members of the public raised any issues.

5) To confirm the minutes of the previous meeting on 7 September 2017, previously circulated – these were confirmed.

Proposed: Councillor Turner
All in favour

Seconded: Councillor Thompson
Motion Carried

6) Reports from District and County Councillors

Councillor Corkin had sent a written report which the Clerk had circulated

Councillor Hughes and Councillor Corkin arrived at 8.40 and made their reports following the other business of the meeting.

Councillor Corkin reported that there would be the opportunity to have electric blankets tested by the Fire Service on 17 October which he would be grateful if it could be publicised.

Proposals had been submitted to OCC for creating a congestion charge in Oxford; two options had been suggested, firstly a work place parking scheme and secondly a congestion scheme.

Adult day care changes were taking effect; the whole Council had voted for the changes from a financial necessity, but Councillor Corkin was concerned for those who had used the service

previously and asked that the Parish monitor the issue and look out for residents who might be in need.

Councillor Corkin also reported that Blackthorn had concerns about the junctions on the A41 and the increasing traffic but he was mindful that this would also have an effect on Launton.

Councillor Corkin was informed about the closure of the old Post Office and the replacement in CostCutter and the difficulty of access along the pavement to the shop as the pavement was in a poor state of repair which had been reported to Highways. However, OCC had deemed that it did not meet their 'intervention criteria'. Councillor Corkin agreed to look into the matter.

Councillor Hughes also made a brief report.

7) Finance and Governance

a) **To acknowledge scrutiny and acceptance of previously circulated bank statement** – these were reviewed and accepted.

b) **To receive the report from the External Auditor and note the comments**

The only issue raised by the External Auditor was that not all additions to the fixed assets had been included on the Annual Return and concern was that the fixed assets included in the Annual Return might have been undervalued.

The Clerk would review all the Fixed Assets as part of her review of the Finance and would ensure that all was up-to-date.

The Council **RESOLVED** to agree to accept the report.

c) **To agree to pay £120 to the External Auditor, BDO LLP, for the External Audit at the band £10,001 - £25,000**

The Council **RESOLVED** to pay the fee.

d) **To confirm and approve expenditure for September and review income in September.**

Monthly Payment and Receipts Summary

Payments for approval

Cheque No	Payee	Amount
1. 200540	Caroline Dunn	£347.32
2. 200541	HMRC	£86.80
3. 200542	T L Jenkins Landscaping Services	£420.00
4. 200543	BDO LLP	£120.00
5. 200544	Cherwell District Council	£960.96
S/O	Launton Lines	£110.00
Total Payments in	October 2017	£2,045.08

All above cheques drawn on The Co-operative Bank

Income Received

Source	Reason	Amount
Co-operative Bank Current	No interest	£0.00

Bank of Ireland	Transfer to c a	£12,161.19
CDC	Precept	£10,125.00
Co-operative Bank 14 days	No Interest	£0.00
Bank of Ireland	Interest	£1.45
Total Receipts for September 2017		£22,287.64

Explanatory Notes

1. Caroline Dunn pay (gross pay £434.12)	£347.32
2. HMRC for Caroline Dunn Income Tax	£86.80
3. Clearing weeds from refuge on Station Road	£420.00
4. External Audit	£120.00
5. Dog Bin Emptying	£960.96

Proposed: Councillor Turner
All in favour

Seconded: Councillor Fox
Motion Carried

- e) Costs Associated with Parish Hall Lease** – please refer to Village Matters item 8)a).
Councillor Turner reported that he had received an estimate of between £5,000 and £7,000 to negotiate the Lease. The Council **RESOLVED** to agree to an initial limit of £5,000 which could be reviewed in due course. However, it was requested that the Council be kept informed with a monthly update from the PCC on progress and expenditure. Councillor Turner would write to the PCC.

Proposed: Councillor Turner
All in favour

Seconded: Councillor Fox
Motion Carried

- f) To agree to the inclusion of the Clerk as signatory on the bank accounts for administration purposes**

The Clerk reported that the form which needed completion was a 'Change of Authorised Account Persons' form which would enable the Clerk to administer the account without being a cheque signatory. This would be completed in due course with all the necessary Councillor signatures.

The Council **RESOLVED** to agree to write to the bank changing the correspondence address to the new Clerk and to complete the 'Change of Authorised Account Persons' Form.

Proposed: Councillor Fox
All in favour

Seconded: Councillor Sanders
Motion Carried

- g) Replacement option for funds from Bank of Ireland** – update from Clerk
The Clerk had not had the opportunity to look into this.

- h) To confirm the new Clerk's expenses**

The Clerk submitted her costs for expenses. The Council **RESOLVED** to agree to general printing and laminating expenses of:

A4 single sided black	£0.06	Laminating
A4 double sided black	£0.11	A3 (printing included) £1.50
A3 colour (single side)	£0.20	A4 (printing included) £1.20
A4 colour (single side)	£0.10	

Mileage at 45p per mile and the purchase of additional files and document wallets for the smooth running of the office.

8) Planning

a) Planning applications to consider

- i. Application No: 17/01841/F
Applicant's Name: Mr and Mrs Robert and Abigail Dowman
Proposal: One and two storey extensions to front, rear and side
Location: 18 Chestnut Close, OX26 5DE
Decision: The Council considered the application but had no comments or objections

- ii. Application No: 17/01847/F
Applicant's Name: Bicester Heritage
Proposal: Alterations to existing site access including installation of replacement security gates and erection of gatehouse
Location: Bicester Heritage, Buckingham Road, OX26 5HA
Decision The Council considered the application but had no comments or objections

- iii. Application No: 17/01870/F
Applicant's Name: Mr and Mrs Hill
Proposal: Single storey front and rear extension. First floor rear extension. New boundary walls windows and doors. New render finish
Location: 9 Chestnut Close, OX26 5DE
Decision The Council considered the application and asked that concern be raised about the render finish with rubble built wall which were both thought to be out of keeping with the rest of the street scene. There was also concern about the loss of the front garden / drive which may promote on-street parking.

b) Notice of Decision

The Council noted the following Notices of Decision:

- i. Application No: 16/01805/F
Applicant's Name: Bicester Heritage
Proposal: Change of use of buildings 101 and 104
Location: Bicester Heritage, Buckingham Road, OX26 5HA
Decision Permission for development

- ii. Application No: 16/01806/LB
Applicant's Name: Bicester Heritage
Proposal: Physical works to various buildings
Location: Bicester Heritage, Buckingham Road, OX26 5HA
Decision Permission for development

9) Village Matters

a) **Parish Hall Lease** – This was covered under Point 7 e.

b) **East / West Rail** – to receive an update

The Clerk had received an email from Sophie Moeng confirming that it would not be necessary to replace the Bicester Road bridge as the project to electrify the line was not taking place so it was now adequate for the needs of the trains. However, some widening of the north side highway embankment towards the allotments might be needed to allow for the installation of a vehicle restraint barrier along the back of the pavement.

One member of the public wished to raise that they had received a different report of the bridges and the haul road. The Clerk would investigate and report to the next meeting.

c) **Cherwell Local Plan Partial Review** – response to CDC's formal consultation (closing on 10 October) with consideration to CPRE's comments and recommendations

The Council considered the response and **RESOLVED** to agree with the District Council's reasons for restricting the housing development to Areas A and B and to further comment that the infrastructure needed for the development and for Oxford was more appropriate for these areas.

d) **Police Community Resilience Meeting** – to consider who will represent the Parish at the Resilience Meeting on 1 November at Tesco Lakeview Community Room at 7pm

The Council **RESOLVED** to agree to Councillor Turner attending the meeting provided it was on 1 November not the 2nd. The Clerk also hoped to attend.

e) **Community Emergency Plan** – to complete the survey and agree attendance at the Planning workshop on 9 November at Exeter Hall in Kidlington

Councillor Thompson had reserved two places for the event. The Clerk also hoped to attend.

f) **Parish Liaison Meeting** – to consider who will attend on 8 November

The Council considered attendance at CDC's Parish Liaison Meeting and agreed that Councillors Simon Turner and Chris Fox would attend; the Clerk also hoped to attend.

10) Correspondence

a) **Correspondence received for action** - See Village Matters.

One villager had enquired about the possibility of renting one of the garages on the Blackthorn Road assuming that they belonged to the Parish. The Council would look into ownership, if possible, and respond to the villager.

b) Correspondence received for information

- i. Rural Services Network weekly summaries.
- ii. SSLC Monthly Bulletins.
- iii. OALC Monthly Newsletter.
- iv. Police September Newsletter

11) Reports

a) Chairman's Report

The Chairman wished to formally thank Caroline Dunn, both personally and on behalf of the Council for all her work and send her his best wishes for the future.

b) Clerk's Report

The Clerk thanked the meeting for their welcome and outlined her plan for the forthcoming months. This would include looking at the finance documents and spreadsheet which should help with budget preparation and the Precept request; creating an Action Plan for the village which would help with the budget process and could also be used as part of her CiLCA submission; working on the website presentation including the possibility of applying for a NALC Transparency Grant; and working on the policies including the Standing Orders and Financial Regulations.

The Clerk was currently in the process of finishing her CiLCA (Certificate in Local Council Administration) with just the final Unit 5 needing completion.

12) Date of next meeting – Thursday 2 November 2017 at 7.30 pm in Launton Parish Hall.

The meeting closed at 8.57pm

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