

# 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. 10 members of the public attended the meeting.

## Minutes of the meeting held on Thursday 2<sup>nd</sup> June 2016 at 7.30pm in Launton Parish Hall

**Present:** Councillors: Mr Chris Fox, Mr Bobby Clements, Ms Lesley Thompson, Mr Ed Sanders and Mr Simon Turner, Chairman.

**In attendance:** The Clerk, Mrs Caroline Dunn.

**1) To receive and accept apologies for absence**

There were none

**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**

In reference to item 8)d) Mr David Clayton addressed the Council about the concerns he has regarding speeding traffic in Launton and particularly down Blackthorn Road. He requested the Council look into traffic calming measures.

**4) To confirm the minutes of the previous meeting on 12<sup>th</sup> May, previously circulated**

**Proposed:** Councillor Turner  
All in favour

**Seconded:** Councillor Fox  
**Motion carried**

**5) Reports from District and County Councillors**

There were none.

**6) Finance and Governance**

- a) To acknowledge scrutiny and acceptance of previously circulated bank statements of which there were none this month.
- 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  |

|                    |                      |       |
|--------------------|----------------------|-------|
| 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  |
| 5. Arrow Accounting for Internal Audit                | £213.60 |

### May 2016

**Proposed:** Councillor Turner  
All in favour

**Seconded:** Councillor Fox  
**Motion carried**

- c) To review the Local Councils' Annual Return for year ended 31<sup>st</sup> March 2016 for Launton Parish Council and sign the Annual Governance Statement 2015/2016.

**Proposed:** Councillor Fox  
All in favour

**Seconded:** Councillor Turner  
**Motion carried**

- d) Review the annual Internal Audit Report for Launton Parish Council by Arrow Accounting

**Proposed:** Councillor Clements  
All in favour

**Seconded:** Councillor Sanders  
**Motion carried**

- e) Agree a timetable to review Standing Orders and Governance Documents – it was agreed that the Clerk would work on updating these and they would then be circulated to the Council and reviewed at August meeting.

**The meeting was suspended from 7.48pm to 7.50pm while a member of the public addressed the Council.**

- f) Village Fete grant application – which has been duly completed, accepted and £450 awarded.

**Proposed:** Councillor Thompson  
All in favour

**Seconded:** Councillor Clements  
**Motion carried**

## 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  
**Decision:** No objections or comments

**Proposed:** Councillor Sanders

**Seconded:** Councillor Clements

All in favour

**Motion carried**

- c) **Planning decisions to note**  
There were none

## 8) Village Matters

- a) **Proposal for Manor Oak Homes on land off Blackthorn Road** – The Chairman reported that he had been contacted by William Main of Manor Oak Homes requesting a meeting with Launton Parish Council, probably at the July meeting, to discuss potential plans to develop 75 houses off Blackthorn Road before they submit a planning application. Manor Oak Homes have provisionally booked the Parish Hall for the 22<sup>nd</sup> June from 4-8pm to exhibit plans for the proposed development.
- b) **Launton noticeboards** – The Clerk reported that Mr Ken Ozog had been approached to quote for refurbishing the village notice board, as well as the Parish Council one, and that she was waiting on his quote and potential dates for commencing the work.

- c) **Grass Cutting** – The Clerk reported that she had sent emails and made numerous telephone calls to Mr David Gilson of Continental Landscapes regarding the number and quality of cuts carried out in Launton. Having failed to receive a response from Mr Gilson the Clerk contacted Continental Landscapes head office for a response.
- d) **Traffic Calming for Launton** – The Chairman informed the Council about the problems with getting OCC to install 20mph signs in the village. Councillors Fox and Clements agreed with Mr Clayton's comments, from earlier in the meeting, that if cars are parked on the main road then this proves effective in reducing speeds and supports evidence that a chicane system would be a more effective solution. It was agreed that no decision would be made until Councillors Fox and Turner had analysed the results of the traffic survey.
- e) **Community Emergency Plan** – It was agreed that the Clerk would update a previous copy of the Emergency Plan, produced by Councillors Fox and Thompson, once she had heard back from Carol MacKay at OCC.
- f) **Parish Hall Lease** – The Chairman pointed out that if the proposed Parish Hall Improvement Project (PHIP) fundraising was to be fully effective with their grant applications, then Launton Parish Council should work towards taking on the Parish Hall lease. Not being part of the church (PCC) tends to make for more successful grant applications. It was agreed that the Clerk would find out about setting up a committee with representatives of the PHIP, PCC and LPC with a view to speeding up this lease application process.

**9) Correspondence**

- a) **Correspondence received for action**  
There were none.
- b) **Correspondence received for information**  
There were none.

**10) Reports**

- a) Chairman's Report – nothing to report.
- b) Clerk's Report –
  - The Clerk reminded the Council about the deadlines for submitting a copy of the meeting Minutes to Launton Lines.
  - The Clerk updated the Council on problems being experienced with malware on the Council laptop and the problems with lost contacts. The Clerk will be seeking professional help, at no cost to LPC, to sort this problems and restore a backup made previously.

**11) Date of next meeting – Thursday 7<sup>th</sup> July 2016 at 7.30 in Launton Parish Hall.**

**The meeting closed at 8.33pm**

**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**