

LAUNTON PARISH COUNCIL

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

Minutes of the meeting held on Thursday 4th June 2015 at 7.30pm in Launton Parish Hall

Present: Councillors: Mr Chris Fox, Mr Ed Sanders, Mr Howard Hill, Ms Lesley Thompson, Ms Penny Stephens, Ms Wendy Foster, and Mr Simon Turner, Chairman. Councillor Stephens left at 9.12pm, before item 10

In attendance: The Clerk, Mr Niall Campbell

1) To receive and accept apologies for absence

There was an apology from District Councillor Hughes.

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

No comments.

4) To confirm the minutes of the previous meeting on 7th May, previously circulated

Subject to a correction being made to months referred to in the heading of point 10 (b) – so that “expenditure for May” replaces “expenditure for June” and income reviewed is for April not May - the above dated minutes were **unanimously agreed as a true record** and will be signed by the Chairman once that correction is made.

Proposed: Councillor Turner
All in favour, Councillor Stephens
abstaining

Seconded: Councillor Fox
Motion carried.

5) Asset Management

- a) The Asset Maintenance Plan (08 2014 version previously circulated) was considered and a number of adjustments made. An outline schedule for a physical inspection of the assets was also drafted. Clerk to issue a formal updated draft of this document for approval at the July meeting.
- b) The previously circulated draft Parish Council Asset Register at 29.05 2015 was considered and some adjustments suggested. Clerk to issue updated document for consideration at the July meeting.

6) 2014/5 year end

The Clerk's progress towards production of the Local Councils' Annual Return for year ended 31st March 2015 for Launton PC was noted. He reassured the Council that external deadlines will be met and undertook to discuss with the Chairman the next steps which were needed.

7) Annual review

A provisional timetable to review the following documents was agreed (taking note of any revisions to OALC/SLCC templates):

- a) The contracts held by the Council – **at July meeting**
- b) The Council's Standing Orders – **in three months**, taking account of legislative changes, addition of council website, permission to members of the public to film or record council meetings, addition of the safeguarding policy etc
- c) The Council's Financial Regulations – **in three months**
- d) The Council's Complaints Policy and procedure – **at July meeting**
- e) The Council's Freedom of Information Policy – **at July meeting**
- f) Work on external bodies (Launton Plotters) – Councillor Foster is happy to continue in this role.

8) Finance and Governance

- a. To acknowledge scrutiny and acceptance of previously circulated bank statements. Previously circulated bank statements were reviewed and accepted.

- b. Expenditure for June was confirmed and approved and income during May noted
Monthly Payment and Receipts Summary

Payments for approval

Cheque No	Payee	Amount
200447	Niall Campbell ¹	286.56
200448	HMRC	71.6
200449	Zurich ²	485.57
S/O	Launton Lines	150
Total Payments in June 2015		993.73

All above cheques drawn on The Co-operative Bank

Note: £215 was paid by cheque 200446 as match funding to WREN re WestEnd path

Income Received

Source	Reason	Amount
Co-operative Bank Current	Interest	1.31
Co-operative Bank 14 days	Statement not received	0
Bank of Ireland	Statement not received	0
Total Receipts for May 2015		1.31

Explanatory Notes

1. Niall Campbell

Salary	Regular Gross	358.16
	Total gross	358.16
	Less Tax	71.6
	Net Salary	286.56
	Total to Niall Campbell	286.56

2. Zurich

Insurance renewal, three-year agreement as minuted at May meeting	485.57
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Expenditure and income were **approved**

Proposed: Councillor Turner
All in favour

Seconded: Councillor Fox
Motion carried.

c. Local Council Award Scheme

Councillor Foster and the Clerk reported on their investigations. A number of documents were discussed and the Clerk will circulate them electronically – they are a first draft Action Plan for Launton Parish Council in 2015/6, a Councillor Training Record and a document entitled “Local Council Award Scheme – Working Document, status at 4th June 2015.

9) Planning

a) Planning applications to consider

- (i) Number 15/00611/F
 Applicant: Bicester Heritage Ltd
 Proposal: Change of use of Building 92 from MOD to B1 and B8, change of use of Building 93 from MOD to A1 and change of use of Building 94 from MOD to B1, B8 and A1
 Location: Buildings 92,93 & 94, RAF Bicester

Decision: No Objection, No Comment
Proposed: Councillor Turner
All in favour
Seconded: Councillor Thompson
Motion carried.

(ii) Number: 15/00612/LB
 Applicant: Bicester Heritage Ltd
 Proposal: Internal and external alterations to Building 92
 Location: Building 92 Parachute Store RAF Bicester

Decision: No Objection, No Comment
Proposed: Councillor Turner
All in favour
Seconded: Councillor Thompson
Motion carried.

(iii) Number: 15/00616/F
 Applicant: Bicester Heritage Ltd
 Proposal: Variation of condition 2 to allow for Minor Material Amendment and variation of condition 8 to enable the building to be used for A1 or B1 purposes with ancillary residential accommodation
 Location: Building 82 Parachute Store RAF Bicester

Decision: No Objection, No Comment
Proposed: Councillor Turner
All in favour
Seconded: Councillor Thompson
Motion carried.

(iv) Number: 15/00820/F
 Applicant: Bicester Heritage Ltd
 Proposal: Change of use of Building 105 from MOD to B1 workshops and offices, B8 storage and A1 showroom
 Location: Building 105 Petrol tank shed RAF Bicester

Decision: No objection, No Comment
Proposed: Councillor Turner
All in favour
Seconded: Councillor Thompson
Motion carried.

It was agreed that it would be helpful for **the Clerk to seek an invitation from Bicester Heritage** for the Council to have a guided tour of RAF Bicester. He will seek to obtain one.

b) Planning decisions to note

(i) Number: 15/00433/F
 Applicant: Ms S Firmin
 Proposal: Replacement stable building
 Location: Stables and land North West of Station Road, Launton

Decision: Permitted

(ii) Number: 15/000488/F
 Applicant: Mrs Helen Beard
 Proposal: Garage conversion
 Location: 17 Sherwood Close, Launton

Decision: Permitted

(iii) Number: 15/00527/ADV
 Applicant: Maria Malaband Care Group
 Proposal: 5 non-illuminated signs
 Location: Wydham Hall, Allotment Way, Launton

Decision: Permitted

- c) **East-West Rail** – The Council considered Keith Dixon's email, previously circulated, about the threat of large numbers of goods vehicles during work on widening the line. It was agreed that the Chairman and Clerk will explore:
- the feasibility of a new traffic survey
 - making contact with Ambrosden and Merton councils and
 - find out who would be the relevant people at Oxfordshire County Council and Cherwell District Council for constructive input to transport plans for work on the railway, particularly in relation to delivery of ballast and other high-volume heavy items.

On a separate aspect of East-West Rail, it was noted from Peter Cox that discussions between him and East-West Rail about footpath diversion plans continue. The Council continue to support Mr Cox's proposal; he has undertaken to keep the Council informed of progress in the discussions.

- d) **Rumours about plans for new housing between Station Road and Blackthorn Road**. It was noted that a specific Facebook page has been set up to campaign on this subject. Rumours continue to circulate but there is nothing the Council can do at this point. **Clerk to circulate to Councillors** the public notice produced by Caversfield Council when faced with a recent planning application for a large number of houses. **Chairman to write** a piece on this subject for Launton Lines. This topic to be revisited at the July meeting.

Councillor Stephens left the meeting at this point.

10) Village Matters

- a) Pavement and other works at the crossroads – The Clerk reported that OCC Highways had just publicised a revised plan for the works and that they would be present at noon on the following Tuesday when they would hope to meet representatives of the Council, plus interested villagers. The Chairman and Clerk will be at that meeting.
- b) Damaged Launton sign at entry to the village on Station Road and damaged crossroads sign – The Clerk reported that OCC Highways (our crossroads contact) would encourage their maintenance colleagues to deal with the two damaged signs.
- c) Chairman and Clerk reported on the Annual Parish Meeting that participation had been better than usual with 28 people present and 22 organisations making reports either in person or in writing.
- d) Council noticeboard near the war memorial – The Clerk will repaint the roof and obtain replacement corkboard. He will also investigate, for possible future consideration, suppliers of joint council/public noticeboards.
- e) Traffic calming plans in Station Road – should the council be taking any action at this stage to look for more funding? To be revisited at July meeting.
- f) Cleaning of bus shelters – should the Council seek to find a successor for this task? Councillors and Clerk undertook to tidy them when we pass and to review in six months.

11) Council domain and website

Clerk reported progress and councillors were happy. The Clerk will welcome suggestions of improvements and additions. Revisit in three months.

12) Correspondence

- a) Correspondence received for action (sent by email)
 - i) Keith Dixon's email, covered at 9(c)
 - ii) Cherwell Local Plan Pt 2 consultation
The Council had no additional items to suggest.
 - iii) OPFA membership invitation
It was agreed that the Council should not join OPFA, with Councillor Foster disagreeing with the decision.
 - iv) ORCC survey, meeting already taken place, see email thanks from Fiona Mullins, and noting the invitation to Community-Led Plans event in July. Councillor Thompson and the Clerk will attend the CLP event.

- b) Correspondence received for information (sent by email)
 - i) Letter from Curtin and Co previously circulated, about “Bicester 12”. **Clerk to contact** Curtin and Co as they have not made good their promise to contact the Council.
 - ii) RSN newsletter and invitation to their conference
 - iii) Rural Crime Survey
 - iv) ORCC May bulletin

13) Reports

- a) Chairman’s Report
There was none
- b) Clerk’s Report
There was none

14) Date of next meeting – There will be an extraordinary meeting on Thursday June 25th to consider planning applications and the July meeting will be on **Thursday 16th July, not 2nd July**. The extraordinary meeting will be in the parish hall and the July meeting in Launton chapel.

The meeting closed at 9.46pm

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