

# 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. Three members of the public attended the meeting.

## **Minutes of the meeting held on Thursday 16<sup>th</sup> July 2015 at 7.30pm in Launton Chapel**

**Present:** Councillors: Mr Chris Fox, Mr Ed Sanders, Mr Howard Hill, Ms Penny Stephens, Ms Wendy Foster, and Mr Simon Turner, Chairman.

**In attendance:** The Clerk, Mr Niall Campbell

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

Apologies were received from Councillor Thompson

### **2) To receive any Declarations of Interest in items on the agenda**

Councillor Turner declared an interest in item 8 (a) i

### **3) To facilitate public participation with regard to items on the agenda**

Lisa Thompson spoke about rumours that the Section 106 land from Yew Tree Farm might **not** be used as planned as recreation space. Clerk to investigate with Cherwell District Council.

### **4) To confirm the minutes of the previous meeting on 25<sup>th</sup> June, previously circulated**

The above dated minutes were **unanimously agreed as a true record** and were signed by the Chairman.

**Proposed:** Councillor Turner

**Seconded:** Councillor Stephens

All in favour

**Motion carried**

### **5) 2014/5 year end**

Review of the Clerk's progress towards production of the Local Councils' Annual Return for year ended 31<sup>st</sup> March 2015 for Launton PC:

- a) **Accounting Statement for Launton PC** – draft had been circulated earlier and the Internal Auditor is checking its accuracy.
- b) **Annual Governance Statement for Launton PC year ended 31st March 2015** - The 2013/4 statement had been circulated as a reminder of the questions to be answered.
- c) **Annual Internal Audit Report to Launton PC** – the Internal Auditor was working through the accounts and will be visiting the Clerk for his site review of documents on 27 July.

### **6) Annual review**

To review the following documents, previously circulated (taking note of revisions to OALC/SLCC templates):

- a) The contracts held by the Council:
  - i. The grass-cutting contract was agreed to have made a slow start – Clerk to impress on Continental Landscapes the reservation about timeliness.
  - ii. Clerk to investigate the state of agreement with Phil Bradford and Tim Jenkins re open spaces and the pedestrian refuge
- b) The Council's Complaints Policy and procedure  
Clerk to propose a minor redraft to reflect latest wording in OALC template.
- c) The Council's Freedom of Information Policy – noting new rules re. recording Council meetings  
Clerk to produce an updated version based on the OALC template.

## 7) 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 July was confirmed and approved and income during June noted.

### Monthly Payment and Receipts Summary

#### Payments for approval

| Cheque No                | Payee                       | Amount £      |
|--------------------------|-----------------------------|---------------|
| 200450                   | Niall Campbell <sup>1</sup> | 286.56        |
| 200451                   | HMRC                        | 71.6          |
| S/O                      | Launton Lines               | 150           |
| <b>Total Payments in</b> | <b>July 2015</b>            | <b>508.16</b> |

All above cheques drawn on The Co-operative Bank

#### Income Received

| Source                    | Reason           | Amount £      |
|---------------------------|------------------|---------------|
| Ngiro220515               | OCC              | 757.78        |
| Co-operative Bank         |                  |               |
| Current                   | Interest         | 2.01          |
| Co-operative Bank 14 days | Interest         | 0             |
| Bank of Ireland           | Interest         | 1.03          |
| <b>Total Receipts for</b> | <b>June 2015</b> | <b>760.82</b> |

### Explanatory Notes

#### <sup>1</sup>. 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 |

|                    |                              |        |
|--------------------|------------------------------|--------|
| <sup>2</sup> NGIRO | Grass-cutting grant from OCC | 757.78 |
|--------------------|------------------------------|--------|

### June 2015

Expenditure and income were **approved, subject to confirmation from the Clerk that the Ngiro receipt was indeed for grass-cutting, which it was.**

**Proposed:** Councillor Turner  
**All in favour**

**Seconded:** Councillor Hill  
**Motion carried.**

## 8. Planning

### a) Planning application to consider

- i. Application number: 15/01099/F  
Applicant: P A Evans and Son  
Proposal: Demolish and redevelop part of agricultural building to create five storage units (B8)  
Location: Hare Leys Farm, Poundon Road, Launton Bicester

Councillor Turner declared an interest in this item and left the meeting; Councillor Hill took the chair.

**Decision:** No objection, no comment.

**Proposed:** Councillor Hill  
**All in favour**

**Seconded:** Councillor Stephens  
**Motion carried.**

Councillor Turner rejoined the meeting and took the chair.

**b) Planning decision to note**

- i. Application number: 15/00523/F  
Applicant: Bicester Heritage  
Proposal: Change of use from MOD to B1(c) light industrial use  
Location: Building 119 FFMT Shed, RAF Bicester

**Decision:** Permission for development subject to conditions - Noted.

c) **East West Rail** – Clerk and Chairman reported on progress of their investigations re large goods vehicle problems. Chairman is writing to Councillor Barry Wood and the Clerk is in contact with Ambrosden and Merton councils to learn from their experiences.

It was agreed that the council would repeat the traffic survey done in 2011 and also use Councillor Fox's contact to monitor numbers of vehicles crossing the bridge, initially for a week.

**Proposed:** Councillor Turner  
**All in favour**

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

**d) Rumours about plans for new housing between Station Road and Blackthorn Road**

No Council action at the moment, and the Chairman reminded the meeting about the importance of avoiding predetermination.

**e) Possible joint committee with Caversfield Council re RAF Bicester planning applications**

Clerk reported that guidance was being sought from OALC about the practicalities of diary management, fixed start times for meetings and the constitutional status of a joint planning meeting of two parish councils. There must be other councils which have done this and we would look for a suitable model.

**f) Bicester Garden Town and surrounding villages**

Councillors Sanders and Foster reported on the meeting they attended, noting the shared concern about traffic and the likelihood of a new junction on the M40.

**9) Village Matters**

- a) Traffic calming plans in Station Road – it was agreed that the Clerk should contact Ralph Green.

**10) Correspondence**

**a) Correspondence received for action (sent by email)**

- i) **Letter from John Boulton.** The Clerk was instructed to write to Mr Boulton, thanking him for his very helpful letter, which had informed the Council's discussions about the likely impact on road traffic of the East-West Rail works. His calculations will be referred to during later discussions.
- ii) **OCC consultation about subsidised bus services** – Clerk to bring forward at August meeting, noting that Dial-a-Ride might be affected as well as bus services.
- iii) Parish Council involvement in planning discussions about larger developments – email discussion among councillors and message from Tom McCullough referred and the Chairman had communicated the joint view to Mr McCullough.

**b) Correspondence received for information (sent by email)**

- i) Email from Cynth Napper
- ii) OALC update
- iii) Rural Economy newsletter

All noted, particularly the valuable content in the OALC newsletter.

**11) Reports**

- a) Chairman's Report and Clerk's Report  
There were none.

**Date of next meeting – Thursday 6<sup>th</sup> August 2015 at 7.30 in Launton Parish Hall**

The meeting closed at 8.13 pm

**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