

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. Four members of the public attended the meeting.

Minutes of the meeting held on Thursday 5th November 2015 at 7.30pm in Launton Parish Hall

Present: Councillors: Mr Ed Sanders, Ms Lesley Thompson, Ms Wendy Foster, Mr Howard Hill, Mr Chris Fox, and Mr Simon Turner, Chairman. County Councillor Catherine Fulljames was present for the first part of the meeting.

In attendance: The Clerk, Mr Niall Campbell

1) To receive and accept apologies for absence

Apologies were received from Concillor Stephens and District Councillor David Hughes.

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)

There were none.

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

Public participation is limited to 30 minutes in total. Members of the public may make only one address to the council of no more than three minutes duration and only concerning topics on the agenda.

None

4) To confirm the minutes of the previous meetings on 3rd September and 1st October, previously circulated

The minutes were approved

Proposed: Councillor Turner
All in favour, Councillor Thompson abstained

Seconded: Councillor Sanders
Motion carried.

5) Annual review

To review, and agree alterations to, new draft Standing Orders previously circulated.

Deferred to next meeting. The Chairman will circulate some notes on the changes from the existing standing orders. He reminded everyone to read them through thoroughly before the next meeting.

6) Asset Management

To review and, if agreed, approve Clerk's revised asset register and asset management plan, incorporating comments at meeting on June 4th, previously circulated.

Deferred to a future meeting once new Clerk is appointed, noting the need to pay attention to the Yew Tree Farm play area which will presumably become the Parish Council's responsibility at some point.

Proposed: Councillor Turner
All in favour

Seconded: Councillor Foster
Motion carried.

7) Finance and Governance

- a) To acknowledge scrutiny and acceptance of previously circulated bank statements. They were acknowledged.
- b) To confirm and approve expenditure for November and review income in October.

Monthly Payment and Receipts Summary

Payments for approval

Cheque No	Payee	Amount
200468	Niall Campbell ¹	£286.36
200466	HMRC	£71.80
200467	Jamie McNaught ²	£3,930.00
S/O	Launton Lines ³	£110.00
Total Payments in	Nov 2015	£4,398.16

All above cheques drawn on The Co-operative Bank

Income Received

Source	Reason	Amount
Co-operative Bank Current	No interest	£ -
Co-operative Bank 14 days	statement not in yet	£ -
		£
Bank of Ireland	Interest	0.93
		£
Total Receipts for	Oct 2015	0.93

Explanatory Notes

1. Niall Campbell

Salary	Regular Gross	£358.16
	Total gross	£358.16
	Less Tax	-£71.80
	Net Salary	£286.36
	Total to Niall Campbell	£286.56

2. Jamie McNaught West End footpath project inc gate £3,930.00

3. Launton Lines Stdg order £110/mth now

Oct 2015

Income and expenditure were approved

Proposed: Councillor Fox **Seconded:** Councillor Thompson
All in favour **Motion carried.**

- c) To review, and if agreed, accept the completed Annual Return for 2014-5, with "Issues Arising" report from the auditor, previously circulated. Clerk to present plan to address the issue identified.

The Issues Arising report was accepted. The plan to address the issue identified is simple – the (new) Clerk will do the Annual Return on time in future.

Proposed: Councillor Turner **Seconded:** Councillor fox
All in favour **Motion carried.**

- d) To note that the Clerk has not yet circulated for review and approval cashbook and bank reconciliation for Apr-June 2015.

Noted

- e) To consider and, if agreed, accept proposed Terms of Engagement from Philip Hood for the internal audit for 2015/6, email previously circulated refers.

Accepted

Proposed: Councillor Hill **Seconded:** Councillor Turner
All in favour **Motion carried.**

- f) **Resignation of Clerk, and recruitment of a replacement** As notified to the Chairman before the meeting, the Clerk is tendering his resignation for domestic reasons. Council to decide what process to use to find a new Clerk, including a budget for advertising.

The Clerk reported that, as previously notified by email, he had, with regret, tendered his resignation to the Chairman for family reasons.

It was agreed that the role of Clerk is becoming increasingly busy thanks to planning matters, both in the village and in Bicester, budgetary pressures on county and district councils, with consequent increasing workload for parish councils, and East-West Rail. In the light of the increased workload the hours allocated to the post are increased to 45 hours per month.

It was also agreed that the Clerk and Chairman should advertise the vacancy locally and to part-time clerks of neighbouring parish councils. A budget of £200 was agreed for advertising costs.

The Clerk will stay until his successor is appointed.

Proposed: Councillor Foster
All in favour

Seconded: Councillor Turner
Motion carried.

- g) Consider **request for donation from Oxfordshire Association for the Blind**, letter previously circulated, and donations policy in general.

In the light of the charity's support to Launton residents it was agreed to donate £40, the same figure as last year.

Proposed: Councillor Foster
All in favour

Seconded: Councillor Turner
Motion carried.

- h) Review progress report on the **Local Council Award Scheme**. Clerk to remind councillors about training records.
Deferred to after arrival of new Clerk

8) Planning

To consider the application below, and any other applications received from Cherwell District Council between the date of this agenda and the meeting.

a) Planning application to consider

- i. Application number: 15/01806/F
Applicant: Mr Jon Spinage
Proposal: Loft conversion including two dormers and three velux roof lights
Location: 10 Woodland Close Launton Bicester OX26 5AG
Deadline for comments: 6th November 2015
No objection no comment

Proposed: Councillor Turner
All in favour

Seconded: Councillor Thompson
Motion carried.

b) Planning notice to note

Launton Footpath No 17 Diversion Order received.

Noted

- c) **East West Rail** – Clerk and Chairman to report on progress of their investigations re goods vehicle problems. Clerk to provide update on traffic survey arrangements, once Launton Road re-opens (previous issue was London Road closure)
Councillor Foster reported encouraging signs that Network Rail appear to have listened to the representations from the Launton Plotters and may be considering some revisions to their plans.
- d) **Rumours about plans for new housing between Station Road and Blackthorn Road** - review of any developments.
Nothing new to report
- e) **Possible joint committee with Caversfield Council re RAF Bicester planning applications** Clerk to report progress on development of the draft terms of reference, with latest OALC input.
Nothing to report this time

9) Village Matters

- a) **Creation of new footway in Station Road** – see email from Ralph Green about Option 4, previously circulated. **Council to decide** whether or not it endorses this option.

The Council approved Option 4 **subject to two important conditions:**

1. A proper test is done to ensure that there will be room for buses and large goods vehicles to turn into and out of Grange Mews once the traffic calming measures are built; and
2. That the new footway is not 1.8m wide as shown on the outline plan

- b) **West End/Closes footpath.** To note that it is complete and to thank the grant-makers.
The Council asked the Clerk to write to give its formal appreciation to the following organisations which provided grant support to enable the project to go ahead:
WREN, TOE2 and Oxfordshire County Council, to adjoining landowners for their help and co-operation whilst the work was being carried out, and to Jamie McNaught, who did the work.

Proposed: Councillor Turner
All in favour

Seconded: Councillor Foster
Motion carried.

- c) **OCC proposals to devolve responsibilities to parishes.** To decide if Launton PC should assume some, or all, of these responsibilities, taking account of minutes of the meeting on 21st September and papers for forthcoming meeting on 9th November, both previously circulated. Clerk is attending that meeting.

It was agreed that the Council should take on some of these responsibilities – chiefly relating to footpaths, trees, hedges and maintaining other street furniture – on the grounds that the County Council will be cutting back services even more and the Parish Council will be in the best position to fix things more speedily and cost-effectively.

Proposed: Councillor Turner
All in favour

Seconded: Councillor Thompson
Motion carried.

- d) **Possible changes to Bicester car parks** – Clerk to report on his investigations of possible sale of car parks.
No news yet, no imminent decision expected
- e) **Flower troughs near the War memorial** – to note, belatedly, Sarah Kidney's work on these.
The Council asked the clerk to write to Mrs Sarah Kidney to express its thanks for a magnificent job on the troughs.

Proposed: Councillor Turner
All in favour

Seconded: Councillor Hill
Motion carried.

10) Correspondence

- a) **Correspondence received for action (sent by email)**
- i) Email re Wendlebury Gate Stables
Noted
 - ii) ORCC relaunch as Community First Oxfordshire and invitation to Annual Conference
Councillor Foster will be attending.
 - iii) OCC letter about revisions to the "Local List"
No comments
 - iv) Email from NFU about flood management and meeting on 2nd December
Peter Cox will go and will report back to the Council
 - v) Letter from John Boulton about Yew Tree Farm and the children's play area/footpath disruption
Clerk to find out from OCC Footpaths section what the legal position is
- b) **Correspondence received for information (sent by email)**
- i) Parish Liaison Meeting (Chairman, Councillor Foster and the Clerk are going)
 - ii) Rural Services newsletter circulated 12th October
 - iii) Launton crossroads further traffic work, emails circulated 13th October refer
 - iv) Public Sector Executive newsletter circulated 13th October
 - v) Viridor Ardley Liaison Meeting invitation
 - vi) Rural Opportunities Bulletin circulated 13th October
 - vii) OALC Members Update for September
 - viii) Presentation by Boyer of outline plans for "Wretchwick Green"
 - ix) Hinterland and RSN newsletters circulated 31st October

11) Reports

- a) **Chairman's Report**
County Councillor Catherine Fulljames spoke about budgetary pressures on OCC and also about traffic concerns relating to Bicester housing plans. As examples of community responses to budget pressures she described some children's centres and libraries being now run by volunteers.
- Councillor Turner reported on a positive response he had received from his piece in Launton Lines about the proposal that Launton PC take on some of the duties from OCC as discussed at point 9(c)
- b) **Clerk's Report**
None

12) Date of next meeting – Thursday 3rd December 2015 at 7.30 in Launton Parish Hall

Meeting closed at 9.46

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