

LAUNTON PARISH COUNCIL

Parish Clerk
Mr Keith Dixon

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13th May 2012

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You are hereby summoned to attend the Parish Council meeting to be held in **Launton Parish Hall on Thursday 17th May at 7.30pm** for the purpose of transacting the following business.

Public participation will be held from **7pm** to enable viewing of planning applications and discussion on agenda items.

Members of the public wishing to address the Council during the formal meeting must make the Chairman aware of their intention before the meeting starts, and be prepared to have their name included in the minutes of the meeting.

Agenda

1. Election of Chairman

2. Election of Vice Chairman

3. To receive and accept apologies for absence

4. To receive any Declarations of Interest in items on the agenda

Members are asked to declare any personal interest and the nature of that 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)

5. 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.

6. To confirm the minutes of the previous meetings – Thursday 30th March

7. To welcome Revd. Becky Mathew

8. Report from Cherwell District Councillor for Launton

9. Report from Oxfordshire County Councillor for Launton

10. Finance and Governance

- a. To acknowledge scrutiny and acceptance of previously circulated bank statements.
- b. To review the Council's insurance arrangements and payment of annual premium.
- c. To confirm and approve expenditure for May and review income during April.

Asset Management

- d. To consider extension of the contract for maintenance of Sherwood Close and The Glades.
- e. To consider extension of the contract for maintenance of Station Rd pedestrian refuge.
- f. To consider quotes received for pollarding of the poplars
- g. To review the Asset Maintenance Plan and consider and agree a schedule for a physical inspection of the assets.

- h. To accept the previously circulated Parish Council Asset Register to year ending 31st March 2011.

Annual Meeting Items

- i. To accept the previously circulated Bank Reconciliation as at the 31st March 2012 which was reviewed at previous meeting.
- j. To accept the previously reviewed annual statement of Accounts of the Parish Council to year ending 31st March 2012
- k. To review and decide on actions arising from the internal audit of the Parish Council and to record acceptance in Appx 4 of the Councils Audit Plan.
- l. To review the previously circulated Local Councils' Annual Return for year ended 31st March 2012 for Launton PC and, if concurred sign appropriate documents;
 - i. Accounting Statement for Launton PC
 - ii. Annual Governance Statement for Launton PC year ended 31st March 2012
 - iii. Annual Internal Audit Report to Launton PC
- m. To review the Council's Standing Orders
- n. To review the Council's Financial Regulations
- o. To review the Council's Complaints Policy and procedure
- p. To review the Council's Freedom of Information Policy
- q. To review work on external bodies (Launton Plotters)
- r. To confirm the dates and venues of the ordinary meetings of the Council for the next year.

11.Planning

- a. To discuss and decide upon Planning Applications received.
 - i. Application No.12/00405/F
 Applicant Mr Richard Walker
 Proposal Two storey extensions to rear and first floor extension over garage
 Location The Willows 3 West End Close, Launton, OX26 5EB
- b. Planning Decisions.
 - i. Application No.12/00197/F
 Applicant Mr and Mrs Ghanshy Patel
 Proposal Change of use from Retail to Residential – single storey rear extension to create additional 2 no. two bed ground floor flats.
 Location Londis 36 Bicester Rd, Launton, Bicester, OX26 5DQ
Decision Granted subject to conditions
 - ii. Application No.12/00202/F
 Applicant Mr & Mrs G Lucas-Howells
 Proposal Front extension to existing porch and separate single storey rear extension.
 Location 2 Church Cottages, Bicester Rd, Launton, OX26 5DP
Decision Granted subject to conditions
 - iii. Application No.12/00236/F
 Applicant Mrs Lisa Jones

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|-----------------|---------------------------------------|
| Proposal | Garage conversion |
| Location | Sandra, Bicester Rd, Launton OX26 5DP |
| Decision | Granted subject to conditions |
- iv. Application No.12/00254/F
 Applicant Mr A Smith
 Proposal Variation of condition 7 of 10/01860/F; demolition of existing bungalow and construction of 1 no house.
 Location Orchard View, Station Rd, Launton OX26 5DX
Decision Granted subject to conditions
- i. Application No.12/00136/F
 Applicant Mr Phil Watson
 Proposal Two storey extension including demolition of existing single storey structure.
 Location The Cottage, 58 West End, Launton OX26 5DG
Decision Granted subject to conditions
- v. Application No.12/00308/F
 Applicant Ms Julia Wood
 Proposal Front extension
 Location 15 Chestnut Close, Launton, Oxfordshire, OX26 5DE
Decision Granted subject to conditions

12.Village Matters

- a. To welcome Revd. Becky Mathew and to discuss matters concerning the Parish Hall and Car Park.

13.Correspondence

- a. Correspondence received for action
- i. Mr & Mrs D Thompson – Kerb by the pond on Station Road, at Clock Court
 - ii. Mr Richard Howson – Turning circle/parking at the end of West End
 - iii. Kevin Larnier – CDC
 - Draft Conservation and Urban Design Strategy - Consultation
 - Cherwell Parish Liaison Meeting - 13 June
 - Local Strategic Partnership Annual Conference - 18 June
- b. Correspondence received for Information
- i. ORCC Tom McCulloch - Launton Affordable Housing Report April 2012
 - ii. ORCC – April Newsletter
 - iii. OAYP - Training availability
 - iv. Came and Co – Parish Councillor's Guide
 - v. CDC James Doble - Community Governance Review and Polling District Review – Cherwell District
 - vi. Thames Valley Police Supt. Andy Boyd – Counter Services
 - vii. Oxford Inspires – April Newsletter
 - viii. OALC - Members Update April

14. Reports

- a. Chairman's Report
- b. Clerk's Report

15. Date of next meeting – Thursday 7th June 2012 In the Launton Parish Hall

Notes on declarations of interest.

Any Member arriving after the start of the meeting is asked to declare personal interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered.

Except in circumstances listed in The Code of Conduct*, a Member with a personal interest also has a prejudicial interest if it is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest. In such circumstances, the Member may make representations, give evidence or answer questions about the matter, however, they must immediately leave the room once they have finished, or the meeting decides they have finished (whichever is earlier).

It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should also be regarded as prejudicial.

*See Statutory Instrument 2007 No. 1159, schedule 'The Model Code of Conduct' part 2, paragraph 9(2)