

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 with the public. All plans and correspondence were available for viewing and comments. Two parishioners availed themselves of this opportunity.

Minutes of the meeting held on Thursday 5th May 2011 at 7.30pm in Launton Parish Hall

Present: Councillors: Mrs Rachel Burn, Mr Howard Hill, Mr Simon Turner, Mr Chris Fox

In attendance: Mr Keith Dixon – Clerk

1. Election of Chairman

It was proposed that Cllr Turner be elected Chairman.

Proposed: Councillor Hill

Seconded: Councillor Fox

All in favour.

Motion carried.

Councillor Turner duly signed the Declaration of Acceptance of Office.

2. Election of Vice Chairman

In the absence of the previous Vice Chairman it was agreed that the election be deferred until next meeting.

3. To receive and accept apologies for absence

Apologies had been received from Cllr Stubbings, Cllr Foster and County Councillor Fulljames.

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

There were none.

5. To facilitate public participation with regard to items on the agenda

Mr Peter Cox asked to address the Council regarding his planning application and it was agreed to defer his address until that item was discussed at item 12ai.

6. To confirm the minutes of previous meeting – Thursday 7th April

After minor spelling amendments had been initialled by the Chairman the above dated minutes were unanimously agreed as a true record and were signed and dated by the Chairman.

Proposed: Councillor Turner

Seconded: Councillor Fox

All in favour.

Motion carried.

7. Report from Cherwell District Councillor for Launton

None was available.

8. Report from Oxfordshire County Councillor for Launton

None was available.

9. Finance and Governance

- a. To review the Council's insurance arrangements and payment of the annual premium.
It was proposed that the quotation for renewal, based on the Council's assets at 31.03.2011, be accepted.

Proposed: Councillor Turner

Seconded:

Councillor Burn

All in favour.

Motion carried.

- b. To confirm and approve expenditure for May and review income during April.

Payments for approval

Cheque No	Payee	Amount
200166	Mr Jefferies – Bus Shelter	£80.30
200167	K Dixon	£324.90
200168	HMRC – K Dixon	£76.40
200169	LPFA	£100.00
200170	Broker Network Ltd	£658.31
200171	Cartridge World	£44.90
200172	Arrow Accounting	£165.00
S/O	Launton Lines	£110.00
S/O	ORCC	£30.00

Total Payments in May 2011 **£1,589.81**

All above cheques drawn on The Co-operative Bank

Income Received

Source	Reason	Amount
Co-operative Bank Current	Interest	£0.06
Bank of Ireland	Interest	£1.16
CDC - Precept		£7,500.00

Total Receipts for April 2011 **£7,501.22**

Income was reviewed and expenditure approved.

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

- c. To acknowledge scrutiny and acceptance of previously circulated bank statements.

The banks statements which had been previously circulated were unanimously accepted.

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

It was proposed that the asset Register be accepted.

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

The Chairman and RFO signed the Asset Register

- e. To consider and agree a schedule for a physical inspection of the assets.

The Clerk explained that actions defined in the 2010/11 Asset Maintenance Plan had been completed and it was now time to inspect for any further actions required during 2011/12. He asked the Council to accept responsibility for particular assets and be prepared to report back on any work required by next meeting. Councillors agreed to inspect those assets they had agreed to.

Action Clerk and Councillors

- f. To accept the previously reviewed annual accounts of the Parish Council to year ending 31st March 2011

Since the Council had reviewed the accounts at the previous meeting and they had now been approved by the internal auditor, it was proposed that they should be approved.

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

The Chairman and RFO signed the Accounts

Signed

ST

Date

02/06/2011
14 ST

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- g. 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.
Since the Internal auditors report had been previously circulated It was proposed that the report be accepted.

Proposed: Councillor Hill

Seconded:

Councillor Burn

All in favour.

Motion carried.

It was noted that the auditor had made no recommendations or defined any actions required arising from the audit.

The Chairman then initialled Appx 4 of the Councils Audit Plan

- h. To review and concur the Local Councils Annual Return for Launton PC;
i. Statement of Accounts for Launton PC year ended 31st March 2011
ii. Annual Governance Statement for Launton PC year ended 31st March 2011
The Annual Return had been circulated in advance of the meeting and it was proposed that having already accepted the accounts and read the governance statements and agreed the responses, both sections 1 and 2 of the Annual Return should be accepted.

Proposed: Councillor Hill

Seconded:

Councillor Turner

All in favour.

Motion carried.

- i. To review the Council's Standing Orders

It was proposed that given the very recent development of the Standing Orders they be accepted without further consideration.

Proposed: Councillor Turner

Seconded:

Councillor Fox

All in favour.

Motion carried.

- j. To review the Council's Financial Regulations

It was proposed that given the very recent development of the Financial Regulations they be accepted without further consideration.

Proposed: Councillor Turner

Seconded:

Councillor Fox

All in favour.

Motion carried.

- k. To review the Council's Complaints Policy and procedure

It was proposed that given the very recent development of the Complaints Policy and procedure they should be accepted without further consideration.

Proposed: Councillor Turner

Seconded:

Councillor Fox

All in favour.

Motion carried.

- l. To review the Council's Freedom of Information Policy

It was proposed that given the very recent development of the Freedom of Information Policy it should be accepted without further consideration.

Proposed: Councillor Turner

Seconded:

Councillor Fox

All in favour.

Motion carried.

- m. To review work on external bodies (Launton Plotters)

In the absence of Cllr Foster who represents the Council in the Launton Plotters this item was deferred until the next meeting.

- n. To confirm the dates and venues of the ordinary meetings of the Council for the next year.

As defined in the Standing Orders, the Council would continue its practice of holding ordinary meetings on the first Thursday of each month and, whenever possible, would use the Parish Hall as the venue.

- o. To consider the characteristics of a policy to deal with requests for financial assistance.
The Clerk requested, and it was agreed that this item be held over to the next meeting.

10. Planning

- a. To discuss and decide upon Planning Applications received.
No applications were received in April.
- b. Planning Decisions
- i. Application No.11/00297/ADV
Applicant Greene King
Proposal 5 No. Non-illuminated advertisement signs
Location The Bull Inn, Bicester Rd, Launton.
Decision Granted subject to conditions
 - ii. Application No.11/00369/LB
Applicant Greene King
Proposal 5 No. Non-illuminated advertisement signs
Location The Bull Inn, Bicester Rd, Launton.
Decision Granted subject to conditions
 - iii. Application No.11/00172/F
Applicant Mr R Feakes
Proposal Extension to existing garage and conversion to annexe accommodation
Location 11 The Poplars, Launton
Decision Refused

11. Village Matters

- a. To consider what actions are appropriate to ensure emergency operations provision.
After discussion Cllr Fox proposed that rather than reviewing progress on a monthly basis he would advise the Clerk when he had something to report on this topic.
- b. To review progress regarding upkeep of the West End footpath
Cllr Turner reported that the Clerk had made information available about potential grant funding but that other time constraints had prevented any progress this month. He asked and it was agreed, to defer this item to next month's agenda.
- c. To review progress regarding correspondence with OCC concerning the condition of the Parish Hall car park
Cllr Turner reported that to date he had received no reply to his correspondence with Cllr Fulljames.

12. Correspondence

- a. Correspondence received for action
- i. Mr Peter Cox - Email
To consider whether the Council wishes to comment on Cherwell DC's rejection of planning application No.10/01909/F for photo voltaic cells at Grange Farm.

At this point Mr Peter Cox presented information concerning his application for PV panels at Grange Farm Mews and Cherwell DC's refusal.

Having debated the issue the Council decided it had no resolution to make at this time.

ii. Mr John May - Web Enquiry

To consider observations regarding the Council's objection to Planning Application No.11/00246/F in West End

After discussion it was proposed that the Council would not alter its view regarding this application. The Chairman would write to Mr May to advise him of the Council's decision.

Action Cllr Turner

The Clerk was directed to include an item in next month's agenda for Councillors to consider possible representations to Oxfordshire CC regarding road safety.

Action Clerk

b. Correspondence received for information

- i. OALC Member's update March April 2011 (sent by email)

13. Reports

a. Chairman's Report

The Chairman made no report this month.

b. Clerk's Report

The Clerk reported a further planning application had been received that day and he would advise Council if any extraordinary action was required to meet the timetable for responses.

14. Date of next meeting - Thursday 2nd June 2011 In the Launton Parish Hall

The meeting closed at 8.59 p.m.