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. 57 parishioners availed themselves of this opportunity.

Minutes of the meeting held on Thursday 17th May 2012
At 7.30pm in Launton Parish Hall

Present: Councillors: Mr Howard Hill, Ms Penny Stephens, Mr Chris Fox, Mr Simon Turner, Mr Ian Stubbings and Miss Wendy Foster

In attendance: Mr Keith Dixon – Clerk

1. Election of Chairman

It was proposed that Cllr Turner be elected Chairman

Proposed: Councillor Fox **Seconded:** Councillor Hill

All in favour. **Motion carried.**

Cllr Turner signed the Declaration of Acceptance of Office.

2. Election of Vice Chairman

It was proposed that Cllr Hill be elected Vice-Chairman

Proposed: Councillor Stubbings **Seconded:** Councillor Foster

All in favour. **Motion carried.**

Cllr Hill signed the Declaration of Acceptance of Office.

3. To receive and accept apologies for absence

Apologies were received and accepted from Cllr Burn and Revd. Becky Mathew.

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

Cllrs Fox and Turner declared prejudicial interests in item 11ai.

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

There was none.

6. To confirm the minutes of the previous meetings – Thursday 30th March 2012

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

Proposed: Councillor Turner **Seconded:** Councillor Fox

All in favour. **Motion carried.**

7. To welcome Revd. Becky Mathew

In Revd. Mathew's absence the item was deferred to a later date.

8. Report from Cherwell District Councillor for Launton

There was none.

9. Report from Oxfordshire County Councillor for Launton

There was none.

10. Finance and Governance

a. To acknowledge scrutiny and acceptance of previously circulated bank statements.
   Banks statements were reviewed and unanimously accepted.

b. To review the Council's insurance arrangements and payment of annual premium.

The Clerk explained that an alternative quote had been sought from Zurich Insurance which was favourable in price. However the current insurers had been prepared to match the reduced price. Given the additional services provided by the broker, Came and Co, it was proposed the council renew its policy with another three year agreement.

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

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

Payments for approval

Cheque No	Payee	Amount
200242	Mr Jefferies – Bus Shelter	£80.30
200243	K Dixon	£306.10
200244	HMRC – K Dixon	£76.40
200245	ORCC - Membership	£30.00
200246	Cartridge World	£49.02
200247	Broker Network Limited (Cancelled)	£0.00
200248	Broker Network Limited	£498.75
S/O	Launton Lines	£110.00
Total Payments in	May 2012	**£1,150.57**

All above cheques drawn on The Co-operative Bank

Income Received

Source	Reason	Amount
Co-operative Bank Current	Interest	£0.09
Co-operative Bank 14 Day account	Interest	£3.77
Bank of Ireland	Interest	£1.19
CDC	Precept	£7,750.00
Total Receipts for Aril 2012		**£7,755.05**

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

Asset Management

d. To consider extension of the contract for maintenance of Sherwood Close and The Glades.

The Clerk advised that the contractor had been contacted and he was prepared to continue delivering the service at the same rate of £ 90 per activity (to a maximum of six in the season) as in 2011/12

It was proposed that the contract be extended for another year. **Action Clerk**

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

e. To consider extension of the contract for maintenance of Station Rd pedestrian refuge.

The Clerk advised that the contractor had been contacted and he was prepared to continue delivering the service at the same rate as in 2011/12 namely spray clear and dispose of arising's for £250 and a second spray and clear, if required at the end of the season for £150.

It was proposed that the contract be extended for another year. **Action Clerk**

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

f. To consider quotes received for pollarding of the poplars.
The Clerk had circulated details of the four quotes received prior to the meeting
After discussion of the options it was proposed that Acreman Arboriculture be approached to conduct the work. **Action Clerk**
Proposed: Councillor Stephens **Seconded:** Councillor Hill
All in favour. **Motion carried.**

g. To review the Asset Maintenance Plan and consider and agree a schedule for a physical inspection of the assets.
The Clerk reminded the council of the need to conduct the annual inspection of assets to ensure Health and Safety aspects and maintenance requirements were identified and recorded.
It was agreed that the members with responsibility listed in the Asset Maintenance plan would conduct the inspection and report back to Council at the next meeting.
Action Designated Councillors

h. To accept the previously circulated Parish Council Asset Register to year ending 31st March 2011.
It was proposed that the above dated Asset Register be accepted and signed by the Chairman.
Proposed: Councillor Turner **Seconded:** Councillor Hill
All in favour. **Motion carried.**

Annual Meeting Items

i. To accept the previously circulated Bank Reconciliation as at the 31st March 2012 which was reviewed at the previous meeting.
It was resolved that the bank reconciliation be accepted and signed by the Chairman.
Proposed: Councillor Hill **Seconded:** Councillor Stephens
All in favour. **Motion carried.**

j. To accept the previously reviewed Annual Statement of Accounts of the Parish Council to year ending 31st March 2012.
It was resolved that the above accounts be accepted and signed by the Chairman.
Proposed: Councillor Turner **Seconded:** Councillor Hill
All in favour. **Motion carried.**

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.
The Clerk reported that the Internal Auditor had raised no matters for action. It was agreed that the Appx 4 of the Audit Plan should be initialled by the Chairman.
Proposed: Councillor Stubbings **Seconded:** Councillor Foster
All in favour. **Motion carried.**

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

   It was resolved that the internal auditor's report be accepted and the Accounting Statement and the Annual Governance Statement for Launton PC should be accepted as accurate reflections of affairs and should be signed by the Chairman and Clerk/RFO.
   Proposed: Councillor Fox **Seconded:** Councillor Hill
   All in favour. **Motion carried.**

Signed ST Date 7/6/2012

m. To review the Council's Standing Orders
   The Clerk pointed out that at some time in the financial year the Standing Orders may need to be updated to reflect changes in relation to the standards regime and code of conduct brought about by the Localism Bill 2011. No other amendments were proposed.

n. To review the Council's Financial Regulations
   No changes to the Financial Regulations were identified.

o. To review the Council's Complaints Policy and procedure
   The Clerk pointed out that at some time in the financial year the Complaints Policy may need to be amended to reflect changes in relation to the standards regime and code of conduct brought about by the Localism Bill 2011.

p. To review the Council's Freedom of Information Policy
   No changes to the financial regulations were identified.

q. To review work on external bodies (Launton Plotters)
   Cllr Foster reported on the activities of Launton Plotters and confirmed her willingness to continue as Parish Council representative on the Plotters' management committee

r. To confirm the dates and venues of the ordinary meetings of the Council for the next year.
   It was resolved that, as in previous years, ordinary meetings of the Parish Council would take place on the first Thursday in each month.
   The Annual Parish Meeting would take place on Thursday April 25th 2013.

11. Planning

a. To discuss and decide upon Planning Applications received.

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

At this point Cllrs Turner and Fox left the meeting room.

Following consideration of the plans, it was resolved that the council would object to the application on grounds that the development would;

- Be out of proportion and over dominant. The proposal is not in keeping with the scale of surrounding properties and therefore adverse to the street scene.
- Have the potential to overshadow the neighbouring property.

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

At this point Cllrs Turner and Fox re-joined the meeting.

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

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
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.
   This item was deferred to a later date.

13. Correspondence

a. Correspondence received for action
   i. Mr & Mrs D Thompson – Kerb by the pond on Station Road, at Clock Court
      It was proposed that the Clerk write to OCC highways to make them aware of content of Mr and Mrs Thompson's correspondence and enquire if they have any information to impart. **Action Clerk**

   ii. Mr Richard Howson – Turning circle/parking at the end of West End
      After discussion of the issue identified in Mr Howson's correspondence there was agreement that action was required to ensure vehicles (including emergency service and refuse collection) are able to turn, the alternative being for them to conduct the more dangerous manoeuvre of reversing up West End to a suitable turning point.

It was resolved that OCC Highways should be asked to propose a solution that would dissuade vehicle owners from parking on the left of the open space enabling space for turning and free access to the byway entrance. **Action Clerk**
Proposed: Councillor Stubbings **Seconded:** Councillor Stephens
All in favour. **Motion carried.**

iii. Kevin Larner – CDC
- Draft Conservation and Urban Design Strategy – Consultation
  It was agreed that the Council would participate in this consultation and the item should be included in next meeting's agenda **Action Clerk**
- Cherwell Parish Liaison Meeting - 13 June
  Cllrs Turner and Stubbings will attend. Clerk to confirm to CDC.
  Action Clerk
- Local Strategic Partnership Annual Conference - 18 June
  Cllr Fox will attend. **Action Clerk**

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
The Chairman reported on the Annual Parish Meeting and the very pleasing attendance this year. He also described the discussions that had taken place regarding traffic calming solutions and proposed that further work on this topic should be considered at the next Council meeting. He would contact OCC to seek viable detailed alternatives that could be used for further consultation with residents.

b. Clerk's Report
The Clerk reported on his attendance at the Bicester Master Plan Meeting on 15th May. The consultants had virtually finished their work and were presenting findings shortly. Their proposals would deliver space for Cherwell DC's housing targets for the town up to and beyond 2030 and, in addition, identified space for nearly 20,000 jobs.
At the meeting the Clerk had objected to the illustrations of the plan for Bicester presented. The original illustrations had shown designated areas of open space protecting the integrity of the outlying villages. In the final illustration of their proposal no such designated area was identified around Launton although other villages were still nominally protected. The consultants accepted the point and agreed to rectify the illustration before presenting it to Cherwell's members and executive.

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

The meeting closed at 9.18p.m.

Signed [signature] Date 7/6/2012