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 7th July 2011
at 7.30pm in Launton Parish Hall

Present: Councillors: Mr Simon Turner, Mr Ian Stubbings, Miss Wendy Foster, Mrs Rachel Burn and Mr Chris ~~C~~ox Mr Howard Hill
F

In attendance: Mr Keith Dixon – Clerk

1. **To receive and accept apologies for absence**
   There were none.

2. **To receive any Declarations of Interest in items on the agenda**
   There were none.

3. **To facilitate public participation with regard to items on the agenda**
   There was none.

4. **Co-option of a new member**
   At this point the Chairman proposed that this item be deferred to the end of the agenda to enable consideration of the candidates in private prior to a vote on the issue.

5. **Election of Vice Chairman**
   It was proposed that Councillor Hill be elected as Vice Chairman.
   Proposed: Councillor Foster **Seconded:** Councillor Fox
   All in favour. **Motion carried.**

6. **To confirm the minutes of previous meeting – Thursday 14th June**
   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 consider changes to grass cutting costs arising from additional requirements.
      It was proposed that the charges quoted by Calber Facilities Management for the incremental areas of grass to be cut and collected be accepted.
      Proposed: Councillor Turner **Seconded:** Councillor Hill
      All in favour. **Motion carried.**

   b. To confirm and approve expenditure for July and review income during June.

Payments for approval

Cheque No	Payee	Amount
200179	Mr Jefferies – Bus Shelter	£80.30
200180	K Dixon	£306.10
200181	HMRC – K Dixon	£76.40
200182	Calber Facilities Management - Grass Cutting	£495.60
200183	St Mary's PCC	£1,200.00
S/O	Launton Lines	£110.00
Total Payments in	July 2011	**£2,268.40**

All above cheques drawn on The Co-operative Bank

Income Received

Source	Reason	Amount
Co-operative Bank Current	Interest	£0.68
Bank of Ireland	Interest	£1.23
HMRC	Refund	£175.04
Total Receipts for	June 2011	**£176.95**

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

c. To acknowledge scrutiny and acceptance of previously circulated bank statements.
The previously circulated banks statements for both May and June 2011 were reviewed and unanimously accepted.

d. To consider what actions are needed regarding maintenance of physical assets.
Councillors and Clerk reported on assets they had inspected, and there followed a discussion about maintenance requirements. The Clerk will record these actions in the Councils Asset Maintenance Plan and present to the Council at the next meeting.
Action Clerk
During the course of this item a discussion took place regarding commercial signs being displayed at the traffic lights on Bicester Rd and elsewhere. Cllr Foster offered to talk to Oxfordshire CC about the matter. **Action Cllr Foster**

e. To consider the characteristics of a policy to deal with requests for financial assistance.
Since not all Councillors had read the proposed policy The Chairman asked that consideration of the item be deferred until next meeting. The Clerk asked Councillors to inform him, before next meeting, if they had any issues with the wording of the policy, in order that a conclusion could be reached at that time. **Action Councillors**

f. To review Councillors' Register of Member's Interests.
With the exception of Cllr Burn, who had notified the Clerk of changes, none of the other Councillors had any amendments to be recorded.

g. To review the year to date Cash Book transactions and bank reconciliation.
It was proposed that the Bank Reconciliation and Cash Book summaries be accepted.
Proposed: Councillor Turner **Seconded:** Councillor Fox
All in favour. **Motion carried.**

10. Planning

a. To discuss and decide upon Planning Applications received.
   There were none.

b. Planning Decisions
   i. Application No.11/00685/F
      Applicant Mr R Feakes
      Proposal Extension to existing garage and conversion to annexe accommodation.
      Location 11 The Poplars, Launton
      Decision Granted subject to conditions
      The Council noted the decision.

11. Village Matters

a. To review progress regarding upkeep of the West End footpath.
   The Chairman asked that this item be deferred until weather conditions allowed the extent of the problem to be photographed as supporting evidence in an attempt to attract grant funding.
   Clerk to reschedule the item for October's agenda. **Action Clerk**

b. To review progress regarding correspondence with OCC concerning the condition of the Parish Hall car park.
   Since neither the Chairman nor Clerk had been able to make contact with Cllr Fulljames regarding this issue, the Chairman undertook to identify the appropriate officer at Oxfordshire CC and make them aware of the problem. **Action Chairman**

c. To consider possible representations to Oxfordshire CC regarding road safety.
   The Clerk advised that he had been approached by a resident of Station Rd to ask that the Council consider installing road signs warning of ducklings on the road.
   Cllr Foster reported she had spoken to the Clerk of Marsh Gibbon PC who has installed such a sign and he had reported that it had not been effective in reducing casualties. It was, nevertheless, considered worth approaching Oxfordshire CC to see whether such signs would be available to the Parish Council. Cllr Burn undertook to contact OCC.
   Action Cllr Burn
   Following the circulation of promotional material relating to speed sensitive speed humps and speed recording devices, Cllr Fox undertook to contact the supplier and establish costs for purchase of the former and rental of the latter. **Action Cllr Fox**
   The Clerk was directed to establish the appropriate officer at OCC to convene a meeting between Parish Councillors and the officer to explore ways of improving road safety at the cross roads. **Action Clerk**

12. Correspondence

a. Correspondence received for action
   i. ORCC – Affordable Housing Report Launton June 2011
      Since this was the second successive report where no progress had been reported the Clerk was directed to write to Tom McCulloch of ORCC and ask that he liaise with CDC to;
      a) since none of the sites identified to date is deemed as viable, ask whether CDC had any other options to suggest,
      b) ask CDC, in the absence of any other option being open, to consider once more the site in Blackthorn Rd currently occupied by lock up garages and owned by Sanctuary Housing. **Action Clerk**

b. Correspondence received for information (sent by email)
   i. NALC – Members Update May-June 2011
   ii. OCC – Countryside Matters issue 3 June 2011
   iii. OCC Highways P Wilson – Update on Highway defects correspondence
   iv. ORCC Launton Affordable Housing Progress Report June 2011
   v. OCC – Oxfordshire Library Service Consultation

4. (deferred earlier)

At this point the Chairman asked members of the public to leave the meeting room. There followed a discussion concerning the interviews which had been conducted by three Councillors with candidates for co-option.
Since no members of the public where still in the vicinity to rejoin the meeting, the Chairman proceeded with the vote.
It was proposed that Penny Stephens be co-opted to the Council.

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

The Chairman agreed to notify all candidates of the outcome of the vote.

Action Chairman

13. Reports

a. Chairman's Report

The Chairman thanked Cllr Burn for her contribution to Launton Lines regarding the Council's efforts to have road surfaces improved.

b. Clerk's Report

The Clerk reported that Cllr Foster had requested that the Council collectively consider a response to OCC's consultation on the future of the Library Service.

The Clerk also passed to the Chairman a DVD disc containing a back-up of all Launton Parish Council's data held on computer for safe keeping.

14. **Date of next meeting** - Thursday 4th August 2011 In the Launton Parish Hall

The meeting closed at 8.53 p.m.

Signed [signature] Date 5/8/2011