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. Eighteen parishioners availed themselves of this opportunity.

Minutes of the meeting held on Thursday 6th October 2011 at 7.30pm in Launton Parish Hall

Present: Councillors: Mrs Rachel Burn, Miss Wendy Foster, Mr Chris Fox, Mr Howard Hill Mr Ian Stubbings, Ms Penny Stephens and Mr Simon Turner.
In attendance: Mr Keith Dixon – Clerk

Guests Mr Arron Twamley – Savills
Mr William Main – Manor Oak Homes
Mr Robert Woolston – RG+P
Mr Richard McCulloch – David Tacker Associates

1. **To receive and accept apologies for absence**
   Apologies had been received from County Cllr Fulljames.

2. **To receive any Declarations of Interest in items on the agenda**
   The following personal and prejudicial interests were declared;
   Item 9ai Cllr Fox
   Item 9aii Cllr Fox, Cllr Hill, Cllr Turner, Cllr Stubbings
   Item 9aiii Cllr Burn

At this point it was proposed by the Chairman, and agreed, that Agenda Item 4 - To receive a presentation from Savills Estate Agents, be conducted next in the proceedings.

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

4. **To receive a presentation from Savills Estate Agents concerning the proposed housing development at Yew Tree Farm.**
   Mr Arron Twamley of Savills and Mr Robert Woolston gave a brief presentation supported by a brochure describing the outline proposals for development of the farm.

The Chairman then advised members of the public as to the nature of the public participation session within the agenda. Since it was felt that a more free-ranging question and answer session with guest speakers would be more fruitful, he adjourned the meeting at 7.40p.m.for that purpose.
The meeting resumed at 8.08p.m.

5. **To confirm the minutes of previous meeting – Thursday 1st September 2011**
   The above dated minutes were unanimously agreed as a true record and were signed and dated by the Chairman.
   Proposed: Councillor Turner **Seconded:** Councillor Hill
   6 in favour one abstention **Motion carried.**

6. **Report from Cherwell District Councillor for Launton**
   None was available.

7. **Report from Oxfordshire County Councillor for Launton**
   None was available.

8. **Finance and Governance**

a. To consider and decide upon a Remembrance Day donation to the Royal British Legion under S137 of the Local Govt. Act 1972.
It was proposed a donation of £25 be approved.
Proposed: Councillor Hill **Seconded:** Councillor Fox
All in favour. **Motion carried.**

b. To consider and decide upon expenditure to establish title of land at the Poplars and Yew Tree Walk listed in the Council's asset register.
The Chairman reminded the Council of the response from Cherwell DC to enquiries regarding land titles. It was proposed the expenditure to acquire Land Registry titles, through CDC, be approved.
Proposed: Councillor Turner **Seconded:** Councillor Stephens
All in favour. **Motion carried.**

c. To consider and approve expenditure for Councillors to attend an OALC training event.
The Council discussed forthcoming training events and it was agreed that Cllr Fox would attend this event and it was proposed the Council approve the costs.
Proposed: Councillor Turner **Seconded:** Councillor Stubbings
All in favour. **Motion carried.**
Clerk to make booking arrangements **Action Clerk**

d. To consider the External Auditor's findings and accept the Annual Return for 2010/11.
The Council noted that the external auditor's Issues Arising Report, made no recommendations for change to its systems of audit and control. It was noted that no action plan was required and it was proposed that the report, and the Annual Return for 2010/11, be accepted.
Proposed: Councillor Fox **Seconded:** Councillor Foster
All in favour. **Motion carried.**
The Clerk pointed out that the Annual Return was available for public inspection in the notice cabinet at the War Memorial for the statutory period.

e. To consider the Internal Auditor's letter of engagement, including charges, for the year 2011/12, and consider whether any further audit actions are required. If agreed, resolve to proceed and sign the letter.
The Council concluded that the scope of activities defined in the above letter satisfactorily met their requirements. It was proposed that the letter be accepted.
Proposed: Councillor Fox **Seconded:** Councillor Hill
All in favour. **Motion carried.**
The Chairman signed the letter.

f. To review Appendix 3.1 of the LPC Audit Plan concerning the scope of the internal audit for 2011/12, its independence, competence, relationships and planning and reporting, and if acceptable, record acceptance in App. 4.
The Council considered the previously circulated document and the responses therein and it was proposed that it be accepted.
Proposed: Councillor Turner **Seconded:** Councillor Fox
All in favour. **Motion carried.**
The Chairman initialled App.4. accordingly.

g. To review Appendix 3.2 of the LPC Audit Plan concerning characteristics of effectiveness of audit for 2011/12 and, if acceptable, record acceptance in App. 4.

The Council considered the previously circulated document and the responses therein and it was proposed that it be accepted.
Proposed: Councillor Hill **Seconded:** Councillor Turner
All in favour. **Motion carried.**
The Chairman initialled App.4.accordingly.

h. To review and, if satisfactory, resolve to accept the Council's Risk Assessment for 2011/12.
The Clerk pointed out minor amendments to the definitions of responsibilities in the document arising from the Councillor's review. It was proposed that the amendments be accepted.
Proposed: Councillor Turner **Seconded:** Councillor Burn
All in favour. **Motion carried.**
The Chairman and Clerk signed the Risk Assessment and the Chairman initialled App. 4 of the Audit Plan accordingly.

i. To review, and resolve to accept, the year to date Cash Book transactions and bank reconciliation.
Cash Book transactions and the bank reconciliation had been circulated to members before the meeting. It was proposed that they be accepted.
Proposed: Councillor Fox **Seconded:** Councillor Hill
All in favour. **Motion carried.**
The Chairman and Clerk signed the Bank reconciliation.

j. To review the Council's expenditure and income against its budget for the year.
It was proposed that the previously circulated budget review be accepted, and that the Clerk should vire £2000 from designated reserves which had been approved by Council in November 2010, to the Other Services line of the budget since the donation had now been paid. **Action Clerk**
Proposed: Councillor Fox **Seconded:** Councillor Stubbings
All in favour. **Motion carried.**

k. To confirm and approve expenditure for October and review income during September.

Payments for approval

Cheque No	Payee	Amount
200193	Mr Jefferies – Bus Shelter	£90.30
200194	K Dixon	£305.90
200195	HMRC – K Dixon	£76.60
200196	Royal British Legion - Donation	£25.00
200197	BDO	£162.00
200198	Cherwell DC	£871.73
S/O	Launton Lines	£110.00
S/O	Launton Parish Hall	£42.00
Total Payments in	October 2011	**£1,683.53**

All above cheques drawn on The Co-operative Bank

Income Received

Source	Reason	Amount
Co-operative Bank Current	Interest	£0.38
Bank of Ireland	Interest	£1.06
Cherwell DC	Precept	£7,500.00

Total Receipts for September 2011 **£7,501.44**
Proposed: Councillor Hill **Seconded:** Councillor Burn
All in favour. **Motion carried.**

l. To acknowledge scrutiny and acceptance of previously circulated bank statements.
The Council's bank statements were reviewed and unanimously accepted.

m. To consider what actions are needed regarding maintenance of physical assets.
As information was still awaited regarding assistance from the Community Payback initiative the Clerk proposed that this item be deferred to next month
Cllr Hill noted that he had examined the bin at the end of West End and felt that it was repairable. Further discussion would follow at next meeting.
The Chairman restated his intent to establish whether new liners could be produced.
Action Chairman

9. Planning

a. To discuss and decide upon Planning Applications received.
At this point Cllr Fox left the meeting room having previously declared an interest in this item.

i. Application No.11/01204/F
Applicant Mr Paul Davis
Proposal New detached double garage. Remove section of block wall and drop kerb to create new access.
Location Blenheim Barn, Blenheim Drive, Launton
It was proposed that the Council make no comment or objection
Proposed: Councillor Turner **Seconded:** Councillor Stephens
All in favour. **Motion carried.**

At this point Cllrs Hill Turner and Stubbings left the meeting room having previously declared an interest in this item.

ii. Application No.11/01281/F
Applicant Dr Daniel West, Julia West, Martin Evans & Celia Evans
Proposal Demolition of a concrete barn and change of use of agricultural timber frame barns to a four bedroom dwelling.
Location The Old Barn, Hareleys Farm, Launton
In the absence of the Chairman and Vice Chairman the remaining councillors elected Cllr Foster to take the chair.
It was proposed that the Council make no comment or objection
Proposed: Councillor Stephens **Seconded:** Councillor Burn
All in favour. **Motion carried.**

At this point Cllrs Turner, Hill and Fox rejoined the meeting and Cllr Burn left the meeting room, having previously declared an interest in this item.

iii. Application No 11/00018/SO
Applicant Savills Estate Agents
Proposal Screening Opinion - Proposed residential development of up to 50 dwellings with associated public open space, access and roads
Location Yew Tree Farm, Station Rd, Launton

Since no opinion is being sought from Cherwell DC at this stage, the Council considered proposals that it should attempt to identify public opinion to the proposal by conducting a survey, in anticipation of the full planning application. A working party comprising the Clerk and Chairman would construct a questionnaire which would be circulated to all Council members for approval before publication. Formal acceptance would be recorded at the next meeting.

Action Clerk and Chairman

At this point Cllr Burn rejoined the meeting.

iv. Application No 11/01378/F
Applicant Launton Settlement Trust
Proposal Installation of photovoltaic cells to roof of building
Location Unit B2 Grange Farm, Station Rd, Launton

It was proposed that the Council make no comment or objection.

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

b. Planning Decisions

There were none.

10. Village Matters

a. To review feedback from Cllr Fox on his meeting with suppliers and to consider the next steps regarding speed recording devices.

Cllr Fox apprised the Council of the findings from a vehicle speed recorder test conducted during a demonstration by the supplier.

It was proposed that the Council agree to hire the equipment for one month, provided the costs did not exceed £300, and that Cllr Fox should arrange the hire, with a view to capturing data on all of the three routes into and out of the village as soon as possible.

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

Action Cllr Fox

The Chairman agreed to offer support in analysing the resulting data. **Action Cllr Turner**

b. To consider whether the Council agrees with the proposed boundary changes.

There was a consensus amongst members, that the proposal to transfer Launton to the Henley-on-Thames constituency was nonsensical. The Chairman reported that he would be drafting a personal objection to both MPs concerned and proposed that the draft of the letter be considered as the basis for a response from the Council as a whole. The Council accepted this proposal **Action Cllr Turner**

It was proposed that further consideration of this item be deferred to next meeting

Action Clerk

11. Correspondence

a. Correspondence received for action

i. OCC – Waste Plan Consultation 2011-09-11

To consider and document the Council's response to the consultation.

After due consideration, and given the strategic nature of the proposals, the Council concluded it had no comment to make on this consultation.

ii. Bucks CC – Minerals and Waste Consultation

The Council considered that it would make no comment on this consultation.

iii. CDC - Parish Liaison Meeting invitation 9th November 2011

The following members agreed to attend; Cllr Fox, Turner and the Clerk.
Clerk to advise CDC. **Action Clerk**

b. Correspondence received for information (sent by email)

i. ORCC News Bulletin September/October 2011

12. Report

a. Chairman's Report

There was none.

b. Clerk's Report

The Clerk reported that he had drafted a reply on behalf of the Council to the article in Launton Lines' October issue, concerning the stile in Sycamore Close, which would be circulated to members for comment before submission.

13. **Date of next meeting** - Thursday 3rd November 2011 In the Launton Parish Hall

The meeting closed at 9.10p.m.