

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. One member of the public attended the meeting.

Minutes of the meeting held on Thursday 2nd May 2013 At 7.30pm in Launton Congregational Church

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

In attendance: The Clerk - Mr Keith Dixon

1. Election of Chairman

It was proposed that Cllr Turner be elected Chairman.

Proposed: Councillor Stephens **Seconded:**

All in favour.

Cllr Turner signed the Declaration of Acceptance of Office.

Councillor Foster
Motion carried.

2. Election of Vice Chairman

It was proposed that Cllr Hill be elected Vice-Chairman.

Proposed: Councillor Stephens **Seconded:**

All in favour.

Cllr Hill signed the Declaration of Acceptance of Office.

Councillor Stubbings
Motion carried.

3. To receive and accept apologies for absence

There were none.

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

There was none.

6. To confirm the minutes of previous meeting – Thursday 4th April 2013.

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

Proposed: Councillor Turner

Seconded:

All in favour

Councillor Stephens
Motion carried.

7. Report from Cherwell District Councillor for Launton

There was none.

8. Report from Oxfordshire County Councillor for Launton

With particular reference to Highways issues.

The Clerk referred to the email update from Cllr Mrs Fulljames which explained that Highways had examined Station Rd and found that services on the north side of the road would make the installation of a footpath difficult, costly and potentially hazardous to adjacent property walls. A footpath on the south side of the road may be more practical. The Highways officer would ask the design team to make proposals and report back their suggestions.

9. Finance and Governance

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

Previously circulated bank statements were reviewed and accepted.

Signed

SCT

Date

6/6/2013

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- b. To review the Council's insurance arrangements and payment of annual premium.
It was resolved that the insurance arrangements were satisfactory and the premium should be paid.

Proposed: Councillor Fox
All in favour

Seconded: Councillor Hill
Motion carried.

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

Payments for approval

Cheque No	Payee	Amount
200313	CANCELLED	
200314	CANCELLED	
200315	CANCELLED	
200316	Broker Network Limited - Insurance	£488.03
200317	Barstows Stationery	£50.74
200318	Mr Jefferies – Bus Shelter	£72.11
200319	K Dixon	£330.08
200320	HMRC	£89.20
S/O	ORCC	£65.00
S/O	Launton Lines	£110.00
S/O	Launton Parish Hall	£42.00
Total Payments in May 2013		£1,247.16

All above cheques drawn on The Co-operative Bank

Proposed: Councillor Fox
All in favour

Seconded: Councillor Burn
Motion carried.

Asset Management

- d. To review the Asset Maintenance Plan and consider and agree a schedule for a physical inspection of the assets.
The Clerk presented the asset Maintenance Plan and asked that those specified in the plan to conduct inspections, to do so and report back to the next meeting of the Council.
- e. To accept the previously circulated Parish Council Asset Register to 30.04 2013.
It was proposed that the previously circulated Asset Register be accepted and signed by the Chairman and RFO.

Proposed: Councillor Hill
All in favour

Seconded: Councillor Fox
Motion carried.

Annual Meeting Items

- f. To review the previously circulated Local Councils' Annual Return for year ended 31st March 2013 for Launton PC and, if concurred sign appropriate documents;
- Accounting Statement for Launton PC
 - Annual Governance Statement for Launton PC year ended 31st March 2013

It was proposed that the Accounting Statement and the Annual Governance Statement for Launton PC should be accepted as accurate reflections of the Council's accounts and governance and should be signed by the Chairman and Clerk/RFO.

Proposed: Councillor Turner
All in favour

Seconded: Councillor Stephens
Motion carried.

iii. Annual Internal Audit Report to Launton PC

Since the Internal Auditor's final report had not yet been received it was agreed that this item be deferred until next meeting.

g. To review the contracts held by the Council

The Clerk presented a table of current and past contracts held by the Council which was accepted by the Council.

h. To review the Council's Standing Orders

No proposal for change was raised.

i. To review the Council's Financial Regulations

No proposal for change was raised.

j. To review the Council's Complaints Policy and procedure

No proposal for change was raised.

k. To review the Council's Freedom of Information Policy

No proposal for change was raised.

l. To review work on external bodies (Launton Plotters)

Cllr Foster reviewed the activities of Launton Plotters where she is the Parish Council's representative and reported that the Plotters had a new Chairman and a full committee.

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

It was agreed that, as in previous years, Council meetings would be held on the first Thursday of each month. The Annual Meeting of the Council would be held on the first Thursday of May and the Annual Parish Meeting would be held on the third Thursday in April. Whenever possible, meetings would be held in the Parish Hall.

10.Planning

a. To discuss and decide upon resolutions to the Planning Authority, on Planning Applications received.

i. Application No.13/00359/F

Applicant Mr and Mrs Edwards

Proposal Rear Conservatory

Location 45 Sycamore Rd, Launton, Bicester, OX26 5DX

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

Proposed: Councillor Turner

Seconded:

Councillor Burn

All in favour

Motion carried.

b. Planning Decisions

i. Application No.13/00279/F

Applicant Mr and Mrs Gerry and Kathleen Connors

Proposal Change of use of land to a private gypsy and traveller caravan site comprising 2 no. pitches, each pitch accommodating 1 no. mobile home, 1 no. touring caravan, 1 no day room and associated hard standing, retention of existing stable and septic tank.

Location OS Parcel 3431 Adjoining North East of Blackthorn Rd, Launton, Bicester, OX26 5DX

Decision **Granted subject to conditions**

Signed



Date

6/6/2013

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11. Village Matters

- a. To consider the level of funding to Launton Lines in light of a request made by the Launton Lines committee.

In the absence of the necessary information it was agreed to defer this item until next month's meeting.

12. Correspondence

- a. Correspondence received for action

- i. ORCC – Launton Affordable Housing Progress Report

The Clerk reported that having received correspondence from the landowner he had advised ORCC that he was not interested in a scheme to develop land adjacent to the garages in Blackthorn Rd. He had also asked ORCC to pursue the possibility of making use of the Garages site on its own.

- ii. Maria Garcia Dopazo, Planning Policy, CDC - Focused consultation on Changes to the Cherwell Local Plan Proposed Submission

Cllrs Hill and Turner presented their findings from their review of the changes proposed to the Local Plan.

It was proposed that Cllr Turner would make formal response to points 94 and 428. He would also try to arrange a site meeting with a senior planning officer to discuss the Parish Council's serious concerns regarding the definition of the 'green buffer' which has been reduced from its original size by the in the Bicester Master Plan and further reduced in the above changes to the proposed submission.

Proposed: Councillor Stephens
All in favour

Seconded:

Councillor Foster
Motion carried.

- b. Correspondence received for information

Sent by email

- i. Mr Alan McDonald – Shrubbery in Sherwood Close
- ii. ORCC – Newsletter April 2013
- iii. ORCC – Healthwatch Newsletter
- iv. Cllr Mrs Catherine Fulljames – Update from Highways re; Station Rd footway.

Sent by Post

- v. Mr W J Burrows – Reply to Launton PC's enquiry regarding rural affordable housing

13.

- a. Chairman's Report

The Chairman expressed disappointment at the low turnout at the village Spring Clean.

- b. Clerk's Report

The Clerk advised the Council that he would not be present at next month's meeting and the Cllr Stephens was prepared to take the minutes in his absence.

14. Date of next meeting – 6th June 2013, in the Parish Hall, Launton