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 the public. All plans and correspondence were available for viewing and comments.

Minutes of the meeting held on Thursday 3 May 2018 at 7.30pm in Launton Congregational Church

Councillors Present: Mrs Lizzie Chisholm, Mr Bobby Clements, Mr Chris Fox (Vice-Chairman), Mr Ed Sanders, and Mrs Jeanne Walker

In attendance: The Clerk, Mrs Jane Olds; 3 members of the public (1 from 7.35pm)

Apologies: Mrs Lesley Thompson and Mr Simon Turner (Chairman)

1. **To elect the Chairman for the year 2018/19**
   Councillor Fox proposed, and Councillor Sanders seconded the proposal, that Councillor Simon Turner be elected as Chairman in his absence. Councillor Turner had previously indicated his willingness to stand. The Council **RESOLVED** unanimously to elect Mr Turner as Chairman and agreed that he would sign his Declaration of Acceptance of Office form as soon as possible.

2. **To elect the Vice Chairman for the year 2018/19**
   Councillor Chisholm proposed, and Councillor Clements seconded the proposal, that Councillor Chris Fox be elected as Vice Chairman. The Council **RESOLVED** unanimously to elect Mr Fox as Vice Chairman. Councillor Fox signed his Declaration of Acceptance of Office form.

3. **To receive and accept apologies for absence**
   The Councillors received apologies from Mrs Lesley Thompson and Mr Simon Turner.

4. **To Receive any Declarations of Interest in items on the agenda**
   No declarations of interest were made.

5. **To facilitate public participation with regard to items on the agenda**
   No members of the public raised any issues.

6. **Reports from District and County Councillors**
   No reports had been received.

7. **To appoint the Parish Internal Auditor for the year 2018/19**
   The Council **RESOLVED** to appoint Arrow Accounting as internal auditor for the year 2018/19

8. **To confirm the Minutes of the previous meeting held on 5 April 2018, previously circulated**
   The Council **RESOLVED** to agree the Minutes.

9. **Update on progress from the Minutes – the Clerk / Chairman to report on progress of outstanding items which do not require further decision**

a. **Grant Awarding Policy and Document Retention Policy** – had been published.
b. **Parish Remuneration Report** – had been posted on the noticeboards.
c. **Bank Signatories** – the Clerk was waiting for the bank to confirm which forms needed completing as she believed that they had sent the wrong ones.

10. Finance

a. **To receive the Finance Report**
As at 16 April, the Accounts stood at:

Co-op Current Account	£21,242.88
Co-op Deposit Account	£22,222.76

There were seven outstanding cheques totalling £2,277.63

The Standing Order of £42 for Hire of the Parish Hall cleared on 3 April.

The Standing Order of £110 to Launton Lines cleared on 4 April.

No income had been received on the statement. However, the Clerk had received the BACS Advice that the first tranche of the Precept had been paid into the Current Account.

The Year End had been completed and the Internal Auditor from Arrow Accounting had made his inspection on 24 April. The Year End Annual Governance and Accountability Return (the AGAR) would be completed at the June meeting.

b. **To acknowledge scrutiny and acceptance of previously circulated bank statements**
The bank statements were reviewed and accepted.

c. **Asset Register** – to update and confirm the register
The Clerk had reviewed the Asset Register fully following the April meeting.

All tangible assets should be included on the register at the price paid as depreciation is not required for Parish Councils.

The Council reviewed the assets and **RESOLVED** to agree the amended list:

The following assets were purchased during the year 2017/18 and added to the Register:

3 x Bus Shelter Benches (purchased April 2017)	£1,650.00
1 x Dog Bin (purchased August 2017)	£249.41
2 x Litter Bins (purchased April 2017)	£153.95
12 x Litter Pickers (purchased February 2018)	£124.72

The following assets were added to the Register as they had been omitted previously:

8 x Litter pickers (purchased 2007)	£78.30
1 x Dog Bin (purchased March 2016)	£126.69
1 x Dog Bin (purchased January 2017)	£126.69

The following assets were disposed of during the year and were removed from the list:

3 x dog bins	£3.00
2 x litter bins	£2.00

The following items were amended:

Laptop Computer: new one purchased December 2016 for £299.00. Omitted to change value of £399 previous year	£299.00
Bus Shelter x 3 value at £5,024 each	£15,072.00

	Fixed Assets – Amended List	
Yr 2016-17		**Yr 2017-18**
£8,395.32	War Memorial	£8,395.32
£1.00	Wall (Facing Bicester Rd and right angled section to the point at which it adjoins The Bull perimeter wall)	£1.00
£5,800.00	Speed Activated Signs x 2	£5,800.00
£15,073.17	Bus Shelter x 3	£15,072.00
£3.00	Notices Cabinet x 2 and Public Noticeboard	£3.00
£6.00	Street Bench x 6	£6.00
£0.00	Bus shelter Bench x 3	£1,650.00
£399.15	Laptop Computer	£299.00
£105.00	Copier Printer	£105.00
£1,366.75	Community Defibrillator and Cabinet	£1,367.00
£0.00	Roadside village gate x 4	£0.00
£11.00	Dog Bin x 10 (2017) x 7 (2018)	£7.00
£0.00	New Dog Bins x 3 (purchased March 2016, January 2017 and August 2017)	£502.79
£8.00	Litter Bins	£6.00
£0.00	New Litter Bins x 2 (purchased March 2017)	£153.95
£0.00	Litter Pickers x 8	£78.30
£0.00	Litter Pickers x 12 (purchased March 2018)	£124.72
£116.00	No Ball Games Sign	£116.00
£1.00	Open Space at The Glades	£1.00
£1.00	Land at The Poplars	£1.00
£253.00	Salt Bin x 4	£253.00
£0.00	West End Footpath	£1.00
£31,539.39	**Total Assets Value**	**£33,943.08**

d. To receive the Internal Auditor's report

The Council considered the report and **RESOLVED** to agree to accept it. The Council wished to note their thanks to the Clerk for her work.

e. To agree the NALC recommended cost of living pay increase for the Clerk

The Council **RESOLVED** to agree to the cost of living increase for SCP22. This would rise from £10.739 to £10.953 per hour and make the monthly expense £492.89.

The Council also **RESOLVED** to agree to back date the pay to April which would make May's salary (the June payment) £502.52.

f. To consider and approve invoices for payment itemised on the Payment Schedule

The Council **RESOLVED** to approve the following invoices for payment. However, as not all the grass had been cut to a satisfactory standard, it had been agreed with the contractor that they would rectify any areas previously missed as soon as possible.

Cheque no:	Payee and reason	Budget	Amount
200725	JMC Olds for April Clerk Salary	Clerk's Salary	£483.26
200726	OALC for Finance Course for Cllr Fox (invoice no: W-345)	Training	£96.00
200727	Arrow Accounting for Internal Audit (Invoice no P321)	Audit	£232.62
200279	Calber Facilities Management Ltd for April Grass Cutting	Urban Grass Cutting	£235.20

The Council **RESOLVED** to agree wait to pay the following invoice as it was not addressed solely to the Parish Council. The Council suggested that the bill could be paid by the addressee (the Diocesan Board of Trustees Limited) who should then send an invoice including the VAT element to the Parish Council.

200278	Winkworth Sherwood LLP for Parish Hall legal fees	Parish Hall project	£900.00

11. Governance

a. General Data Protection Regulation

i. **To consider a draft Privacy Notice**

The Council **RESOLVED** to agree to the Privacy Notice with the proviso that it would be reviewed in six months.

12. Planning

a. **Planning applications** – to consider all recent applications received from Cherwell District Council detailed below and any other planning applications submitted between the circulation of this agenda and the meeting

The following application was received after the agenda had been posted.

i. Application No: 18/00584/REM

Proposal: Reserved matters application to 15/01012/OUT - Development of up to 48,308sqm of employment floorspace (Class B1c, B2, B8 and ancillary B1a uses), the siting of buildings to the south of the site, servicing and circulation areas, vehicular and pedestrian access from Skimmingdish Lane and landscaping

Location: Land North East Of Skimmingdish Lane

The Council considered the application and **RESOLVED** to respond that there were no comments or objections

b. Notice of Decision

No notices of decision had been received.

13. Village Matters

a. **Parish Hall Lease** – to receive a progress report
The Clerk reported that she had received the draft lease that morning which she had circulated. The Council **RESOLVED** to agree that if needed, a meeting to discuss the lease should be convened before the June Parish Council meeting.

b. **East / West Rail – to receive an update**
No further information had been received

c. **Yew Tree Close Field** – to receive a progress report on the handover of the field to CDC
The Clerk reported that she and Councillor Turner had met the OCC Footpaths Officer, Beth Rutterford and a member of CDC's Arboricultural Team, Caroline Morrey, to discuss the issues in the field which would need finalising before the area was handed over to CDC by Vanderbilt.

There were a number of issues:

- the footpath had been moved from the definitive line on the map and would need changing;
- the tarmac footpath was already cracking and there was a question over whether it should have been laid as tarmac;
- some of the newly-planted trees were not in good health, and
- there should be a ditch on the Playing Field Association side of the field which had been filled in some years ago, but which was needed to help with drainage at the kissing gate.

The Parish Council would need to make sure that CDC would:

- undertake the annual inspection of the play area;
- insure the play area, and
- undertake the maintenance of the shrubs around the play area and the path towards Sycamore Road.

There were two other matters of concern:

- the drainage around the stile on the northern side which the Footpaths Officer would look into and discuss with the landowner;
- the ash tree by the Sycamore Road kissing gate; which had been cut back on one side to stop it interfering with the electricity cables, but because of this was now unstable. The Arboricultural Officer would look into what could be done for it.

d. **Blackthorn Road Drains** – to receive a progress report
The Clerk reported that Cllr Corkin had arranged a site meeting with OCC Highways to look at the issue.

e. **Post box** – to receive a progress report
No further report had been received.

14. **National Planning Policy Framework Consultation** – to consider a response (by 10 May)
The Council considered the consultation but **RESOLVED** to agree not to respond.

15. **Code of Conduct consultation** – to consider a response (by 18 May)
The Council considered the consultation but **RESOLVED** to agree not to respond.

16. Correspondence – to note correspondence received not otherwise on the agenda where decisions are not required

a. **Oxford Airport Consultation and Brize Norton Consultation** - acknowledgement
b. **Villager** – re ash tree in Yew Tree Field
c. **Villager** – re Costcutter earth pile (now removed)
d. **Villager** – verge parking outside the Cottage – approval finally given
e. **Cllr Ian Corkin** – Innovation Fund
f. **Cllr Ian Corkin** – Blackthorn Road ditches
g. **Villager** – grass cutting in Sherwood Close
h. **Cllr Ian Corkin** – Councillor Priority Fund
i. **Cllr Ian Corkin** – HS2 Funding
j. **OALC** – April Newsletter
k. **CDC** – change of date of summer Parish Liaison meeting to 20 June (from 6 June)
l. **OCC** – 'Listening event' unfortunately the most convenient location (Kidlington) coincides with the autumn CDC Parish Liaison meeting

17. Reports from Meetings

a. **OALC Finance Training** – 18 April
Councillors Turner and Fox attended the training which both found useful and informative, particularly on VAT issues which may arise from taking over the Parish Hall.

18. Reports

a. **Chairman's Report**
The Chairman had nothing further to report.

b. **Clerk's Report**
The Clerk had nothing further to report.

19. Items for information or next Agenda only – all items for the next agenda to be submitted to the Clerk by Wednesday 24 May

a. **Bicester Heritage Discount Tickets** available for postcode areas OX26 and OX27 for Land Rover Legends on 26 and 27 May (code BHLRL518 – url https://www.landroverlegends.com/tickets) and Flywheel on 23 and 24 June (code BHCSC20 - https://classicsportscarshow.seetickets.com/tour/the-classic-sports-car-show/)

20. Date of next meeting – Thursday 7 June 2018 at 7.30pm at Launton Parish Hall.

The meeting closed at 8.22pm

Notes on declarations of interest
Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered.
National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

Signed………………………………………………..   Dated**……………………………………………….**