LAUNTON PARISH COUNCIL

Members of the Parish Council and the Parish Clerk had been available in Launton Village Hall 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. No parishioners availed themselves of this opportunity.

Minutes of the meeting held on Wednesday 5th May 2010 at 7.30pm in Launton Congregational Church

Present: Councillors: Mr Simon Turner – Chairman, Miss Wendy Foster – Vice Chairman. Mr Howard Hill, Mrs Molly O'Connor, Mr Ian Stubbings, and Mrs Audrey Tutt.

In attendance: Mr Keith Dixon - Clerk,

1. Election of Chairman

It was proposed that Cllr Turner be elected Chairman
Proposed: Councillor Stubbings **Seconded:** Councillor Foster
All in favour. **Motion carried.**
Councillor Turner duly signed the Declaration of Acceptance of Office

2. Election of Vice Chairman

It was proposed that Cllr Foster be elected Vice Chairman
Proposed: Councillor Turner **Seconded:** Councillor M O'Connor
All in favour. **Motion carried.**
Councillor Foster duly signed the Declaration of Acceptance of Office

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 confirm the minutes of the last meeting - Thursday 1st April 2010

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
All in favour. **Motion carried.**

6. Report from Oxfordshire County Councillor for Launton

None was available.

7. Report from Cherwell District Councillor for Launton

None was available.

8. Finance and Governance

a. To review the Council's insurance arrangements and payment of annual premium.
The Council considered the renewal notice and the levels of cover provided. The Council accepted the terms of the renewal. Further, it determined that changes in the level of risk arising from the inclusion of additional assets on the Asset Register and from Launton Plotters requirements. should be presented at the next meeting and communicated to the insurers directly afterwards. **Action Clerk**
Proposed: Councillor Turner **Seconded:** Councillor Hill
All in favour. **Motion carried.**

b. To agree cancellation of a cheque to 'Communities Opposing Ardley Incinerator' and replacement with one to the same value, to Ardley with Fewcott Parish Council.
The council had received a request from Mr Mark Gammond of Bucknell Parish Council to recognise the change in arrangements for the raising of funds to oppose the Ardley incinerator. The Council agreed to cancel the previous cheque and raise another to the payee specified.
Proposed: Councillor Turner **Seconded:** Councillor Stubbings
All in favour. **Motion carried.**

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

Payments for approval and payment

Cheque No	Payee	Amount
200096	Mr Jefferies – Bus Shelter	£ 80.30
200097	K Dixon	£ 306.06
200098	HMRC – K Dixon	£ 76.40
200099	Ardley with Fewcott Parish Council	£ 200.00
200100	Broker Network Ltd	£ 607.01
S/O	Launton Lines	£ 110.00

Total Payments in May 2010 **£1379.77**
All above cheques were drawn on The Co-operative Bank

Receipts

Source	Reason	Amount
Co-operative Bank	Interest March	£ 0.31
Bank of Ireland	Interest March	£ 0.01
Cherwell DC	Precept – half yearly payment	£6500.00

Total Receipts for April 2010 **£6500.32**

Income was reviewed and expenditure approved
Proposed: Councillor Foster **Seconded:** Councillor Tutt
All in favour. **Motion carried.**

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

e. To review and accept the annual accounts for the Parish Council to year ending 31st March 2010
On the advice of the internal auditor, reference to the levels of reserve held, had been included in the Supporting Statement to the accounts.
It was proposed that the accounts which had been previously circulated and reviewed be accepted
Proposed: Councillor Tutt **Seconded:** Councillor Stubbings
All in favour. **Motion carried.**

f. To review and decide on actions arising from the internal audit of the Parish Council
The Council reviewed the auditor's report and its recommendations.

It was proposed that the recommendations be accepted and that the Clerk should prepare an action plan for the entire audit process, including this year's recommendations, to be reviewed by Council at the earliest opportunity. **Action Clerk**
Proposed: Councillor Turner **Seconded:** Councillor Stubbings
All in favour. **Motion carried.**

g. To review the Internal Audit Checklist to ensure the effectiveness of audit.
The checklist, reproduced from the 'Governance and Accountability for Local Councils' practitioners guide and previously circulated to all members, was reviewed
The Council considered responses formulated by the Clerk .who proposed that the identified areas of improvement be built into the overall audit plan. **Action Clerk**
It was proposed that the responses made be accepted and the checklist signed.
Proposed: Councillor Turner **Seconded:** Councillor Hill
All in favour. **Motion carried.**

h. To review and concur the Local Councils Annual Return;
   i. Statement of Accounts for Launton PC year ended 31st March 2010
   After review of the previously circulated accounts it was proposed that the Statement of Accounts be accepted.
   Proposed: Councillor Hill **Seconded:** Councillor Stubbings
   All in favour. **Motion carried.**

   ii. Annual Governance Statement for Launton PC year ended 31st March 2010.
   The statement which had been previously circulated to all members was reviewed and it was proposed that the Annual Governance Statement be accepted
   Proposed: Councillor Hill **Seconded:** Councillor Stubbings
   All in favour. **Motion carried.**

i. To review and where necessary amend NALC's previously circulated Model Standing Orders.
The Standing Orders were considered. In light of the time available it was proposed to defer further consideration and to convene an extraordinary meeting on the 26th May to fully review implications of the model orders and to amend them where necessary.
Proposed: Councillor Turner **Seconded:** Councillor Hill
All in favour. **Motion carried.**

j. To review and where necessary amend NALC's previously circulated Model Financial Regulations.
As with the Standing Orders, it was proposed to defer further consideration of the Regulations until the extraordinary meeting on the 26th May
Proposed: Councillor Turner **Seconded:** Councillor Hill
All in favour. **Motion carried.**

k. To review and agree the content of the Council's Asset Register
The Asset Register was reviewed. During the discussion several assets not previously listed came to light, namely litter bins, dog bins, speed activated signs and the public notice board outside The Bull.
The internal audit had raised a question concerning ownership of the public spaces the Council maintained
The Clerk was directed to investigate ownership of public spaces and update the register and present it for agreement at the next ordinary meeting of the Council. **Action Clerk**

l. To agree a plan for any necessary maintenance of the Councils Assets.
Councillors and staff had completed a visual inspection of all the Councils assets and the results were presented. A judgement was made on the urgency of action required and whether Councillors and staff could effect the repairs themselves or engage contractors.

The Clerk pointed out that the in the internal auditors view, the Council need not seek professional Health and Safety inspection given the nature of the assets and its own assessment was adequate. He was directed to construct a report which would form the basis of an action plan and to seek quotes for a replacement bench in Blenheim Drive and repairs to the wall at the Poplars adjoining The Bull.
Action Clerk

9. Planning

a. To discuss and decide upon Planning Applications received

i. Application No. 10/00478LB
Applicant: Mr Richard Fogden
Proposal Amendment to Listed Building Consent 06/01363/LB Proposed timber doors to aluminium
Location Home Farm House, Station Rd, Launton

It was resolved that the Council had no objection or comment to make.
Proposed: Councillor Turner **Seconded:** Councillor Hill
All in favour. **Motion carried.**

ii. Application No. 09/00909/REM
Applicant: Gallagher Estates
Proposal Reserved Matters to Outline 04/02797/OUT Road and drainage infrastructure
Location Land between Birmingham London Rail Line and and Gavray drive

It was resolved that the Council had no objection or comment to make.
Proposed: Councillor Turner **Seconded:** Councillor Hill
All in favour. **Motion carried.**

b. Planning Decisions

i. Application No. 10/00021/F
Applicant: Mr Richard Howson
Proposal Erection of Store/Workshop on existing hard standing
Location Jacks Field OS Parcel 5021 West End, Launton

Permission granted subject to conditions
The decision was noted

c. NW Bicester Eco-town
To consider and discuss current understanding of the Eco town development and to decide on the Council's position regarding support or objection to the proposals.
In light of the proposed meeting of the joint Parish Councils with Frances Fernandez having been postponed, this item is held over to the next ordinary meeting.

10. Village Matters

a. Speed recording devices – To review developments and consider a decision on funding.
Held over to the next ordinary meeting.

11. Correspondence

a. To discuss and, where necessary, decide upon a response to correspondence for consideration:
   i. CDC Environment and Economy – 'Cherwell Parish Liaison Meeting 09 June 2010 6.15 – 9.15pm'
   Cllrs. Foster, Hill and Turner will attend **Action Clerk**
   ii. ORCC – 'Invitation to ORCC's 90th Birthday celebration, 3rd July 2010'
   Cllr Turner will attend and Cllr Foster if possible. **Action Clerk**
   iii. 'Chiltern Railways (Bicester to Oxford Improvements) Order Addendum to the Environmental Statement'
   The Council concluded it had no comment to make.
   iv. St John Ambulance Oxford letter requesting donation.
   After consideration of the benefits to the community of this service, it was proposed that a donation of £100 be made under Section 137 of the Local Government Act 1972.
   Proposed: Councillor Turner **Seconded:** Councillor O'Connor
   v. **Cll in favour.** **Motion carried.**
   DC Environment & Community – 'Parish Council Fundraising Opportunity'
   The Council considered CDC's proposal to act as a reseller of food waste bags and concluded the administration involved would outweigh the financial benefit.

b. Correspondence received for information
   i. CDC Planning Housing & Economy - 'Parish/Town Councils and the Planning Process'

12. Reports

a. Chairman's Report
The Chairman reported on a well attended Annual Parish Meeting. In addition to informative reports from village organisations there were valuable contributions from WPC Caroline Brown and Cllr Fulljames.
Three councillors had supported the recent Spring Clean day which, once again, was poorly supported by the public. Thanks were given to those who did contribute and the Clerk was directed to table an item, regarding advertisement of the next event, in the agenda for September.

b. Clerk's Report
The Clerks Report, circulated with the agenda and made available to the public, was acknowledged by the Council.
The Clerk advised the Council that Tom McCulloch from ORCC would be available to make a report on the Affordable Housing Survey at the next ordinary meeting.

13. **Date of next meeting** - Extraordinary Meeting Wednesday 26th May
Ordinary Meeting Thursday 10th June 2010

The Meeting Closed at 9.42 pm

Signed Date