

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. Four parishioners availed themselves of this opportunity.

Minutes of the meeting held on Thursday 5th August 2010 at 7.30pm in Launton Village Hall

Present: Councillors: Mr Simon Turner – Chairman, Miss Wendy Foster– Vice Chairman (part-time), Mr Chris Fox, Mrs Molly O'Connor and Mr Ian Stubbings

In attendance: Mr Keith Dixon - Clerk

1. To receive and accept apologies for absence

Apologies were received and accepted from Councillor Hill and from Councillor Foster (for part-time attendance).

2. To receive any Declarations of Interest in items on the agenda

There were none.

3. To confirm the minutes of the last meeting – Thursday 1st July 2010

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

Proposed: Councillor Stubbings
All in favour.

Seconded: Councillor Foster
Motion carried.

4. To consider any applications for co-option to the Council arising from Cllr Tutt's resignation.

Three applications had been received.

The Chairman proposed that three Councillors should meet with each candidate individually, to discuss their applications, if possible before the September Council meeting.

Proposed: Councillor Turner
All in favour.

Seconded: Councillor Foster
Motion carried.

It was proposed that the Council members who would meet with the candidates for co-option would be; the Chairman, Vice Chairman and Cllr Fox.

Proposed: Councillor Stubbings
All in favour.

Seconded: Councillor O'Connor
Motion carried.

5. Village Matters

a. Tree outside the Post Office in Sherwood Close.

The Clerk reported that he had been asked by the owner of the Post Office building if the Parish Council would prune the trees outside on the verge in Sherwood Close. The Clerk was also told that the land that the trees are situated on was sold to Ploughley DC when Sherwood Close was developed and that the tree was planted at the same time that the bench was installed by the Parish Council. The Clerk has written to Cherwell DC who is undertaking a land registry search to try and confirm their ownership of the land.

The Clerk was directed to continue to liaise with Cherwell DC and report progress at the next meeting.

Action Clerk

b. Bushes and Tree in The Glades.

The Clerk had received a letter from a resident of The Glades asking that the brambles be cleared from the footpath behind no. 35. Discussions with the residents of no. 35 had determined that the land and shrubbery surrounding their house is not owned by them

Signed



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and copies of a map from their deeds have been made available to the Council. They have however, kindly cleared the brambles making safe access onto the open space. It was proposed that the Clerk engage a contractor to spend four hours clearing the footpath surrounding the shrubbery and cutting back brambles further and to continue to liaise with Cherwell DC to reach a definitive understanding on ownership. **Action Clerk**
Proposed: Councillor Turner **Seconded:** Councillor Stubbings
All in favour. **Motion carried.**

Reports from residents have alerted the Council to the poor state of health of the beech tree that was planted last December. The Clerk had spoken with the suppliers who advised that the dry spring and summer has caused distress to many trees and that regular watering may restore it. Cllr Foster reported that residents are prepared to water the tree.

At 8.00pm Cllr Foster left the meeting.

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 confirm and approve expenditure for August and review income during July.

Payments for approval and payment

Cheque No	Payee	Amount
200111	Mr Jefferies – Bus Shelter	£80.30
200112	K Dixon	£461.53
200113	HMRC – K Dixon	£76.40
200114	Broker Network Limited	£74.75
200115	P Bradford	£120.00
200116	M Dempsey	£690.00
S/O	Launton Lines	£110.00
Total Payments in August 2010		£1,612.98

All above cheques drawn on The Co-operative Bank

Income Received

Source	Reason	Amount
Co-operative Bank Current	Interest June	£0.77
Bank of Ireland	Interest June	£0.01
Launton Plotters	Insurance premium (tools)	£9.00
Total Receipts for July 2010		£9.78

Income was reviewed and expenditure approved.

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

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

Banks statements were reviewed and unanimously accepted.

Signed *ST*

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- c. To review year-to-date payments and receipts against budget.
The Council considered previously circulated copies of the payments and receipts against budget and it was proposed that the account be accepted.

Proposed: Councillor Stubbings
All in favour.

Seconded: Councillor O'Connor
Motion carried.

- d. To review, and if concurred, approve the amended model Standing Orders.
The Chairman gave a final draft to Cllr O'Connor with a list of amendments and would circulate the same to the rest of the Council by email. It is intended that the Standing Orders will be adopted at the next meeting.

- e. To review, and if concurred, approve the amended model Financial Regulations.
The Chairman identified a final issue with one of the clauses and directed the Clerk to seek clarification from NALC. **Action Clerk**

The Council accepted the Clerk's suggestion that, once the Standing Orders and Financial Regulations were adopted, they should be professionally printed and distributed to all members in binders capable of holding all of the Council's core documents.

- f. To review and if concurred, approve the amended Audit Plan.
Adoption of the Audit plan was deferred until the external auditors comments had been received and incorporated. The Chairman will typeset the document and circulate it in readiness for sign off in September. **Action Clerk and Chairman**

- g. To review the Asset Maintenance Plan and discuss and decide upon actions for the balance of the year.
The Council reviewed the maintenance plan and inspectors were defined for remaining assets.
The Clerk noted that the bench in Station Rd needed a strut replacing and volunteered to attend to it. The Council accepted his offer. **Action Clerk**

To enable Cllr Hill to contribute to the action plan concerning bus shelters, this item shall be included in next month's agenda. **Action Clerk**

- h. To review updated insurance arrangements.
The Council reviewed and accepted the new insurance arrangements reflecting the revised asset register and cover for Launton Plotters machinery.
Proposed: Councillor Turner **Seconded:** Councillor Stubbings
All in favour. **Motion carried.**

- i. To consider purchase of an updated version of Charles Arnold Baker's 'Local Council Administration'.
The Council directed the Clerk to determine when the next edition will be published and purchase either the most recent edition or the next one when it is available.
Proposed: Councillor Turner **Seconded:** Councillor Fox
All in favour. **Motion carried.**

9. Planning

- a. To discuss and decide upon Planning Applications received.

- | | |
|--------------------|---|
| i. Application No. | 10/00730/F |
| Applicant | Mr Phil Maidment |
| Proposal | Orangery to the north-west elevation. Erection of Car Port and relocation of gas tank and plinth. |
| Location | Ash Grove House, West End, Launton |

Signed

SEP

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The Council had no objections or comment to make on this application.

Proposed: Councillor Turner

Seconded: Councillor Stubbings

All in favour.

Motion carried.

- ii. Application No. 10/00876/F
Applicant Mr Justin Bucknell
Proposal Single storey front extension. Roof void to provide storage space.
Location 26 Sycamore Rd, Launton, Bicester

The Council had no objections or comment to make on this application

Proposed: Councillor Turner

Seconded:

Councillor Fox

All in favour.

Motion carried.

- iii. Application No. 10/00847/F
Applicant Mr Peter Foster
Proposal One and a half storey rear extension with dormers to front and side; and new garage extension.
Location 15 Blackthorn Rd, Launton, Bicester

The Council resolved that it had no objection to make.

It did however, comment that it was concerned about the overlooking of the directly adjacent property from the dormer windows and wondered if they would be better placed on the other side.

Proposed: Councillor Fox

Seconded:

Councillor O'Connor

All in favour.

Motion carried.

- iv. Application No. 10/00964/F
Applicant Mr & Mrs G Page
Proposal Raise roof and convert loft space.
Location 16 Blackthorn Rd, Launton, Bicester

The Council had no objections or comment to make on this application.

Proposed: Councillor Turner

Seconded:

Councillor Fox

All in favour.

Motion carried.

- v. Application No. 10/00970/LB
Applicant Mr Paul Davis
Proposal Two storey extension to existing barn. Insertion of new window and door openings. Remove existing external staircases. Internal alterations including staircase and partitioning.
Location Water Moor House, Station Rd, Launton, Bicester

The Council had no objections or comment to make on this application.

Proposed: Councillor Turner

Seconded:

Councillor Stubbings

All in favour.

Motion carried.

- vi. Application No. 10/00971/F
Applicant Mr Paul Davis
Proposal Two storey extension to existing barn. Insertion of new window and door openings. Remove existing external staircases. Internal alterations including staircase and partitioning.
Location Water Moor House, Station Rd, Launton, Bicester

Signed

ST

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The Council had no objections or comment to make on this application.

Proposed: Councillor Turner

Seconded: Councillor Stubbings

All in favour.

Motion carried.

- vii. Application No. 10/00872/F
Applicant Mr S Marriot
Proposal Two storey front extension to existing chalet bungalow
Location 28 Sycamore Rd, Launton, Bicester

The Council had no objections or comment to make on this application

Proposed: Councillor Turner

Seconded:

Councillor Fox

All in favour.

Motion carried.

- viii. Application No. 10/01061/F
Applicant Mr Richard Walker
Proposal Conservatory to rear
Location 13 Chestnut Close, Launton, Bicester

The Council had no objections or comment to make on this application.

Proposed: Councillor Fox

Seconded:

Councillor Stubbings

All in favour.

Motion carried.

b. Planning Decisions

- i. Application No. 10/00687/F
Applicant: Mr & Mrs Deeley
Proposal Single storey rear extension
Location 4 The Spinney, Launton
Decision Granted subject to conditions

The Council noted the decision.

- ii. Application No. 10/00621/F
Applicant: Mr Phil Maidment
Proposal Erection of Stable Block. Use of area as paddock land and reinstate livestock fence. Reinstall drainage ditches
Location Ash Grove House West End, Launton
Decision Granted subject to conditions

The Council noted the decision.

- iii. Application No. 09/00628/F
Applicant: Mr Lord
Proposal Conservatory to rear
Location 6 West End Close Launton
Decision Granted subject to conditions

The Council noted the decision.

- iv. Application No. 09/00760/TPO
Applicant: Mr Jones
Proposal T1 – Horse Chestnut – (NW Corner) Crown raise over carriageway to 5.4 m (SE) – Reduce lower and mid crown by 2.0m
T2 – Horse Chestnut (SE corner) Reduce NE limb over carriageway by 2.0m. 15% branch thin. Crown raise over carriageway to 5.4m.
Trees subject to TPO 1/1981

Signed



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Decision **Granted subject to conditions**

The Council noted the decision.

- v. Application No. 10/00791/CLUE
Applicant: Mr D Thompson
Proposal The use of land as a garden
Location 8 Chestnut Close Launton
Decision **From Certificate of Lawfulness of Existing Use 'The Council is satisfied on the balance of probabilities that the available evidence indicates that the use of the land as a garden between 2000 and 2010 was used during that period for the purposes described in the First Schedule' (i.e. as a garden)**
The Council noted the decision.

10. Correspondence

- a. Correspondence received for action
- i. Oxfordshire Association of Local Councils – 'How Local Councils fit into the Planning System, Effective responses to Planning Applications' - half day training 19th October 2010.
The Chairman urged all members who could attend to do so. To give absent members an opportunity to attend, the item is to be held over to next month. Clerk to notify OALC of likely attendees
Action Clerk
 - ii. CDC – re www.cherwell-local.com
It was agreed that the Council would benefit from retaining a presence on CDC's website if only to direct viewers to its Launton.org pages. Clerk to notify CDC
Action Clerk
 - iii. Mrs S Turner – Oxontime real time bus information in Launton.
The Council discussed Mrs Turner's letter and several members agreed they had had similar experiences. Clerk to pass Mrs Turner's and the Council's comments on to Oxfordshire CC.
Action Clerk
- b. Correspondence received for information
- i. CDC - 2011 Census: Councillors Handbook
 - ii. Oxfordshire Association for the Blind – request for donation
 - iii. Parish of the Assumption of the Blessed Virgin Mary – Thank You for donation.
 - iv. ORCC – Community led Planning in Oxfordshire.

11. Reports

- a. Chairman's Report
The Chairman reported on his attendance at Oxfordshire CC's Emergency Planning event and ORCCs 90th birthday celebrations.
- b. Clerk's Report
The Clerk reported on his attendance at a Data Protection and Freedom of Information Seminar held at Bodicote House and facilitated by OALC.

12. Date of next meeting - Thursday 2nd September 2010

The meeting closed at 9.14 p.m.

Signed



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