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. three parishioners availed themselves of this opportunity.

Minutes of the meeting held on Thursday 7th October 2010
at 7.30pm in Launton Village Hall

Present: Councillors: Mr Simon Turner – Chairman, Miss Wendy Foster– Vice Chairman, Mrs Rachel Burn, Mr Chris Fox, Mr Howard Hill,

In attendance: Mr Keith Dixon – Clerk

1. **To receive and accept apologies for absence**
   Apologies were received from Mrs Molly O'Connor, Mr Ian Stubbings and County Cllr Fulljames.

2. **To receive any Declarations of Interest in items on the agenda**
   Cllr Hill declared a personal and prejudicial interest in the planning application to be considered at agenda item 8a.

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

4. **To confirm the minutes of the last meeting – Thursday 2nd September 2010**
   An error was identified in the numbering of items in the minutes. They will be represented for approval next month.

5. **Report from Cherwell District Councillor for Launton**
   There was none.

6. **Report from Oxfordshire County Councillor for Launton**
   Cllr Fulljames was unable to attend the meeting but had sent apologies and correspondence concerning the access road beside the school.

7. **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 the donation be approved.
   Proposed: Councillor Turner **Seconded:** Councillor Hill
   All in favour. **Motion carried.**

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

   Payments for approval

Cheque No	Payee	Amount
200121	OALC - Training Course	£75.00
200122	Mr Jefferies – Bus Shelter	£90.30
200123	K Dixon	£393.78
200124	HMRC – K Dixon	£76.40
200125	Oxfordshire Woodland Project	£25.00
200126	Oxfordshire Assoc. for the Blind	£25.00

200127	Davies Building Services Ltd	£1,221.20
200128	Royal British legion	£25.00
200129	BDO LLP	£158.63
200130	OALC	£13.14
S/O	Launton Lines	£110.00
S/O	Launton Parish Hall	£42.00
Total Payments in	October 2010	**£2,255.45**

All above cheques drawn on The Co-operative Bank

Income Received

Source	**Reason**	**Amount**
Co-operative Bank Current	Interest	£0.43
Bank of Ireland	Interest	£0.01
Cherwell DC	Precept	£6,500.00
Total Receipts for	September 2010	**£6,500.44**

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

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

d. To introduce the Council's Governance Documents folder.
The Clerk provided all councillors with a folder containing documents relating to the governance of the Council including the recently adopted Standing Orders and Financial regulations. Other documents contained in the folder are for reference only and will be amended from time to time. He thanked the Chairman for typesetting and proof reading the documents and Cllr Fox for printing them.

e. To review, and if concurred approve 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 Hill **Seconded:** Councillor Turner
All in favour. **Motion carried.**
The Chairman and Clerk signed the Bank reconciliation.

f. To review year to date expenditure against budget, and if deemed necessary, approve any balance of year amendments.
The Council considered previously circulated copies of the payments and receipts against budget.
The Clerk outlined the areas for consideration regarding outgoings in the year to date. As a result of previously considered and approved expenditure the budget lines for Section 137 and Other Services had been exceeded, the latter as a result of actions arising from the Asset Maintenance Plan (replacement bench, repairs to the wall at the Poplars and other general maintenance).
It was proposed that funds should be vired from the general reserve, to the extent of £300 to the S137 line of the budget, and £2500 to Other Services to meet costs already incurred and anticipated for the balance of the year.
Proposed: Councillor Turner **Seconded:** Councillor Fox
All in favour. **Motion carried.**

g. To consider, and if concurred approve, the Council's policy on Freedom of Information.

The Clerk had circulated the updated document describing information available from Launton Parish Council under the Model Publication Scheme, and a draft policy on Freedom of Information.

It was proposed that the Council adopt the policy.

Proposed: Councillor Hill **Seconded:** Councillor Foster
All in favour. **Motion carried.**

h. To consider, and if concurred approve, amendments to the Council's Risk Assessment.

The Risk Assessment for the year 2010/11, which had been previously circulated to Council, was considered.

It was proposed that the Risk Assessment be approved and that the present internal auditor's scope of work, described in his letter of engagement, was satisfactory. Further the Chairman should sign the Risk Assessment and, subject to acceptance of the Audit Plan, Appendix 4 of that plan.

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

i. To review and if concurred approve, the amended Audit Plan.

i. It was proposed that the Council should adopt the audit plan which had been previously circulated and a further copy of which was provided at the meeting, and that the appendices to the plan should be used, updated and reviewed annually by Council.

Proposed: Councillor Turner **Seconded:** Councillor Fox
All in favour. **Motion carried.**
The Chairman and Clerk signed the Audit Plan

ii. The Council had reviewed the internal auditor's findings at its meeting on 5th May 2010. It was proposed that actions to address the findings of the internal auditor, as specified in appendix1 of the Audit Plan, should be undertaken, and that appendix 4 should be initialled by the Chairman.

Proposed: Councillor Hill **Seconded:** Councillor Turner
All in favour. **Motion carried.**
The Chairman signed App.4 of the Audit Plan.

iii. The Council considered the findings of the external auditor and the Matters Arising Report. It was proposed that actions to meet the external auditor's findings and the Matters Arising Report, specified in appendix 2 of the Audit Plan, should be undertaken, and that appendix 4 should be initialled by the Chairman.

Proposed: Councillor Turner **Seconded:** Councillor Hill
All in favour. **Motion carried.**
The Chairman signed App.4 of the Audit Plan.

iv. The Council had reviewed Internal Audit Effectiveness Checklist from the Practioner's Guide at its meeting on the 5th May 2010 and it was proposed that, having considered the effectiveness of internal audit, and the checklist on meeting standards the Council should also approve that checklist, as specified in Appendix3.1, and the Chairman should initial appendix 4.

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

j. To review the Asset Maintenance plan and discuss and decide upon actions for the balance of the year.

The Council reviewed the current state of the plan and agreed to consider it again in December.

k. To update the Council's bank mandates to include new members.

   i. To acknowledge and sign the Declaration at section 3a of the Co-operative Bank's 'Change of account signatories Mandate' and to approve the resolutions contained therein.
   It was proposed that the resolutions contained in the above mandate be accepted and the mandate signed.
   Proposed: Councillor Fox **Seconded:** Councillor Turner
   All in favour. **Motion carried.**

   ii. To approve the resolutions contained within Bank of Ireland's Business Account Mandate at page 8.
   It was proposed that the resolutions contained in the above mandate be accepted and the mandate signed.
   Proposed: Councillor Fox **Seconded:** Councillor Turner
   All in favour. **Motion carried.**

8. Planning

a. To discuss and decide upon Planning Applications received.
At this point Cllr Hill left the meeting room.

   i. Application No. 10/01400/F
   Applicant Mr Gunn
   Proposal Single storey front extension
   Location 16 Chestnut Close, Launton
   The Council had no objections or comment to make on this application.
   Proposed: Councillor Turner **Seconded:** Councillor Foster
   All in favour. **Motion carried.**

Cllr Hill rejoined the meeting.

b. Planning Decisions

   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
   Decision **Granted subject to conditions**
   The Council noted the decision.

   ii. 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
   Decision **Refused**
   The Council noted the decision.

   iii. Application No. 10/00964/F
   Applicant Mr & Mrs G Page
   Proposal Raise roof and convert loft space.
   Location 16 Blackthorn Rd, Launton, Bicester
   Decision **Granted subject to conditions**
   The Council noted the decision.

iv. 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
Decision **Granted subject to conditions**
The Council noted the decision.

v. Application No. 10/00971/F
Applicant Mr Paul Davis
Proposal Retrospective: 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
Decision **Granted subject to conditions**
The Council noted the decision.

vi. Application No. 10/01061/F
Applicant Mr Richard Walker
Proposal Conservatory to rear
Location 13 Chestnut Close, Launton, Bicester
Decision **Granted subject to conditions**
The Council noted the decision.

vii. Application No. 10/01158/F
Applicant Mr Clive Deeley
Proposal Single storey front extension. Two storey side extension.
Location 11 Chestnut Close, Launton, Bicester
Decision **Granted subject to conditions**
The Council noted the decision.

9. Village Matters

a. To receive an update from the Clerk regarding the tree outside the Post Office in Sherwood Close.
The Clerk reported that a Land Registry search conducted by Cherwell DC, had determined that the land in question was owned by Sanctuary Housing (formerly Charter Housing).
He had spoken to Mr Roger Wilson of Sanctuary Housing who agreed to have his contractor consider the maintenance of the trees when he deals with the shrubbery on the opposite side of Sherwood Close.
The Clerk had reported the above to the Post Mistress.

b. To consider and decide upon further actions concerning the bushes and tree in The Glades.
It was proposed that the quote received from Phil Bradford to clear the shrubbery be accepted including a maximum of two skips. If however, circumstances and timescales permitted, an offer made by Mr Cox to take away the waste material for the village bonfire, should be accepted.
Proposed: Councillor Fox **Seconded:** Councillor Turner

All in favour. **Motion carried.**

c. To receive an update on the Launton Playing Fields and Parish Council efforts to raise funds for a Multi Activity Games Area (MUGA) and consider a grant request from LPFA.

The Chairman reviewed the letter received from LPFA requesting financial support for the proposed games area. Amongst other things the letter pointed out that the games area would contribute significantly to meeting one of the priorities in the Village Plan of 2005, namely improved play areas and more facilities and activities for young people.
Cllr Foster advised the Council that LPFA, assisted by members of the Council, had attracted grants for over £34,000 and had applications in progress, including the one to the Council, for the balance of the requirement.
It was proposed that the Council should donate £2000 towards the cost of the project, subject to clarification of which act the donation should be made under. **Action Clerk**

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

10. Correspondence

a. Correspondence received for action

i. CDC – Cherwell Parish Liaison Meeting 10th November
Cllrs Burn, Fox and Turner will attend. Clerk to notify CDC. **Action Clerk**

ii. CDC - Licensing Act 2003 - Revised Statement of Licensing Policy Consultation
Consideration of this topic was deferred until next meeting. **Action Clerk**

iii. Bank of Ireland – Proposed transfer of our UK banking business to a new UK subsidiary, Bank of Ireland (UK) plc.
It was resolved to continue to bank with Bank of Ireland (UK) plc.
Proposed: Councillor Turner **Seconded:** Councillor Fox
All in favour. **Motion carried.**

iv. OCC, Louise Wilson Senior Traffic Officer – Payment for Vehicle Activated Signs.
Consideration of this topic was deferred until next meeting. **Action Clerk**

b. Correspondence received for information

i. Defra – 'Being A Good Employer, a guide for parish and town Councillors'.
ii. OCC- Home 2 School newsletter: Autumn 2010
iii. Bicester Hospital and Community Services Project issue 11
iv. OALC Members update September 2010

11. Reports

a. Chairman's Report
The Chairman reported on his attendance at the Countryside Forum meeting.

b. Clerk's Report
The Clerk reported that he had discussed the pending clearance of the shrubbery in The Glades with the resident at no 35, who accepted the likelihood of exposing her garden wall, once the overgrowth was removed.

12. **Date of next meeting** - Thursday 4th November 2010

The meeting closed at 8.54p.m.

Signed [signature] Date 4/11/2010