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. Eight parishioners availed themselves of this opportunity.

Minutes of the meeting held on Thursday 3rd March 2011
at 7.30pm in Launton Parish Hall

Present: Councillors**:** Mrs Rachel Burn, Miss Wendy Foster, Mr Chris Fox, Mr Howard Hill, Mr Ian Stubbings, Mr Simon Turner

In attendance: Mr Keith Dixon – Clerk

1. **To receive and accept apologies for absence**
   There were none.

2. **To receive any Declarations of Interest in items on the agenda**
   Cllrs Turner, Hill and Fox all declared personal and prejudicial interests in item 8a Planning application no. 11/00068/F.
   Cllr Turner also declared a personal and prejudicial interest in item 9c, being a member of the Friends of Island Pond Wood.

3. **To facilitate public participation with regard to items on the agenda**
   Five members of the public asked to make representations.
   Hilary Brennan, Renata Jeal and Mike Jobling spoke in opposition to planning application 11/00068/F.
   David Thompson spoke in support of planning application 11/00068/F.
   Peter Cox spoke in connection with planning application 10/01909/F and asked the Council if it would consider its views on Cherwell DC's reasons for refusing the application.

   At this point it was proposed and agreed that Agenda Item 8, Planning, be conducted next in the proceedings.
   Cllrs Turner, Fox and Hill left the meeting room before item 8a was considered and returned after the vote on the item.

4. **To confirm the minutes of previous meeting – Thursday 3rd February**
   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.**

5. **Report from Cherwell District Councillor for Launton**
   None was available.

6. **Report from Oxfordshire County Councillor for Launton**
   None was available.

7. **Finance and Governance**
   a. To confirm and approve expenditure for February and review income during January.
   Payments for approval

Cheque No	Payee	Amount
200156	Mr Jefferies – Bus Shelter	£80.30

200157	K Dixon	£314.70
200158	HMRC – K Dixon	£76.60
200159	SLCC conference fees	£96.00
000012	Mr P Bradford	£965.00
S/O	Launton Lines	£110.00
Total Payments in	March 2011	**£1,642.60**

All above cheques drawn on The Co-operative Bank except 000012 (Bank Of Ireland)

Income Received

Source	**Reason**	**Amount**
Co-operative Bank Current	Interest	£0.28
Bank of Ireland	Interest	£0.01
Total Receipts for	February 2011	**£0.29**

Income was reviewed and expenditure approved.

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

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

Banks statements were reviewed and unanimously accepted.

c. To review a draft complaints policy and procedure.

It was proposed that the Complaints Policy and Procedure previously circulated be accepted.

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

d. To review tenders received for Launton's grass cutting contract and to decide on a contractor to conduct the work.

The Clerk presented a summary of the information and costs provided by contractors. The Council considered the merits of the tenders and it was proposed that Calber Facilities Management Ltd be awarded the contract for the village mowing. **Action Clerk**

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

e. To consider the report on Parish Council allowances.

The Council considered the previously circulated Parish Remuneration Panel's report on the review of Member's allowances. It was proposed that, as in previous years, Members would not claim any allowances but reserved the right to claim reasonable travel and subsistence expenses if the occasion arose. **Action Clerk**

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

f. To review the Council's Audit Plan to ensure all recommendations have been implemented and consider the characteristics of audit effectiveness.

The Clerk summarised the action plan to address all items related to audit and presented appendix 4 of the Launton PC Audit Plan to the Council for consideration and signature. It was proposed that the Council acknowledge the plan for the year 2010/11 had been completed and the appendix 4 be signed.

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

g. To consider the characteristics of a policy to deal with requests for financial assistance.
   Cllr Burn volunteered to draft a policy statement for consideration at the next meeting.

8. Planning

Having previously declared interests, Cllrs Turner, Hill and Fox left the meeting room and the Vice Chairman took the Chair.

a. To discuss and decide upon Planning Applications received.

   i. Application No.11/00068/F
      Applicant Mr David Thompson
      Proposal Demolition of existing detached garage and erection of detached two storey dwelling and garage workshop
      Location Land to rear of No 8 Chestnut Close, Launton

      The remaining members discussed the application. Cllr Foster reported that she had visited the site earlier in the day. After consideration of her report and the views expressed by the other councillors and by members of the public present, it was proposed that the Council raise no objection to the application but that the following comments should be forwarded to Cherwell DC.

      1. Objections had been raised by three residents of Chestnut Close during the public participation element of the meeting.
      2. The developer's interpretation of what constituted the boundary of the village should be scrutinised by the planning authority.
      3. The scale of the proposed dwelling and garage was larger than the other properties in the vicinity.
      4. The Parish Council had previously objected to other developments in West End due to the inadequate nature of the cross roads where traffic enters and leaves the road and a blind bend in the road itself.

      Proposed: Councillor Foster **Seconded:** Councillor Stubbings
      2 in favour 1 opposed. **Motion carried.**

At this point Cllrs Turner, Hill and Fox rejoined the meeting.

   ii. Application No.11/00117/F
       Applicant Mr Phil Maidment
       Proposal Erection of a car-port and relocation of gas tank and plinth – Resubmission of 10.00730/F
       Location Ash Grove House, West End, Launton
       The Council resolved that it had no objections or comment to make on this application.

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

   iii. Application No.11/00172/F
        Applicant Mr R Feakes
        Proposal Extension to existing garage and conversion to annexe accommodation
        Location 11 The Poplars, Launton
        Following discussion it was proposed that the Council object to the application for the reasons below;
        1. Over development of the site.
        2. Overbearing and potential loss of privacy of the house at 13 Sherwood Close.
        3. Overbearing a neighbouring property in The Poplars

4. Setting a precedent of converting a garage into a separate dwelling.
5. Potential parking problems arising from losing a garage and adding vehicles owned by residents of the separate dwelling.

Proposed: Councillor Fox **Seconded:** Councillor Turner
5 in favour 1 abstention. **Motion carried.**

b. Planning Decisions

i. Application No.10/01755/F
Applicant Mr & Mrs R Peverell
Proposal Proposed single storey extension to side and rear
Location Woodview, Blackthorn Rd, Launton
Decision Granted subject to conditions

ii. Application No.10/01910/F
Applicant Launton settlement Trust
Proposal Installation of Photovoltaic Cells to Roof
Location Unit B5 Grange Farm, Station Rd Launton.
Decision Granted subject to conditions

iii. Application No.10/01909/F
Applicant A T Cox & Sons
Proposal Installation of Photovoltaic Cells to Roof
Location Grange Farm, Station Rd Launton.
Decision Refused

9. Village Matters

a. To consider what actions are appropriate to ensure emergency operations provision.
It was proposed this item be deferred to the next meeting

b. To consider and agree the renewal of the maintenance contract for Sherwood Close open area and the inclusion of maintenance for the Glades open area.
The Clerk reminded the Council that the decision to renew the contract for ground maintenance in Sherwood Close and include the open area in the Glades had been postponed until The Glades had been cleared and replanted.
It was proposed that the contract with Mr P Bradford be extended to include The Glades at a cost of £90 per event up to a maximum of six events per growing season.
Action Clerk
Proposed: Councillor Hill **Seconded:** Councillor Stubbings
All in favour. **Motion carried.**

c. To receive an update from Friends of Island Pond Wood on the progress towards leasing the wood and to consider a request for financial support.
Bob Roberts of Friends of Island Pond Wood (FOIPW) addressed the Council. He reported on the FOIPW's AGM when agreement was reached to increase membership fees to help cover costs of leasing the wood from The Woodland Trust. FOIPW were also setting up a community interest company and he invited the Parish Council to take up a directorship. He also reported that FOIPW were engaging the British Trust for Conservation Volunteers.

At this point Councillor Turner left the meeting room.

Mr Roberts then sought the Council's agreement to provide financial assistance with the specific intent of covering the cost of grass mowing.
There followed a discussion of the quotes that had been received for Island Pond Wood in conjunction with those for the village grass cutting. The Clerk pointed out that there was

provision under S19 ss3a of the Local Government (Miscellaneous Provisions) Act of 1976 for local councils to make such a donation. After consideration, it was agreed that the two contracts should be kept separate but that the Council would contribute up to a total of £837 to FOIPW for the three year period.

Proposed: Councillor Stubbings **Seconded:** Councillor Burn

All in favour. **Motion carried.**

Clerk to write to Mr Dempsey and enquire whether he was interested in fulfilling the Island Pond Wood contract. **Action Clerk**

At this point Cllr Turner returned to the meeting room.

10. Correspondence

a. Correspondence received for action

i. Brigadier H.L.B. Salmon OBE – Parking behind the Village Hall.

The Council considered the two letters received. After discussion it was concluded that it would be inappropriate to support the proposal to mark out parking bays due to the general poor condition of the car park surface.

Cllr Turner offered to write to Cllr Fulljames to seek support in having Oxfordshire CC accept responsibility for the damage to the surface caused by both the building of the school hall and the more recent work on the playgroup building and to respond on behalf of the Council to Brigadier Salmon. **Action Cllr Turner**

ii. Sue Ryder Nettlebed Hospice – appeal for support

In light of the Council's decision to develop a policy concerning request for financial assistance it was agreed to decline this request at this time.

iii. Cllr Molly O'Connor – Letter of Resignation from the Council

The Chairman asked that the Council's gratitude to Molly O'Connor for the many years of service she had contributed, be recorded and all present concurred. The Chairman would write to Molly on behalf of the Council and place an article in Launton Lines seeking candidates for co-option. **Action Cllr Turner**

iv. Cherwell DC – Spring Clean Day

After consideration it was proposed that April 9th was the most suitable date for the village spring clean. The Clerk will reply to CDC and Cllr Turner will include an item in Launton Lines. **Action Clerk and Cllr Turner**

b. Correspondence received for information

i. OALC - Members Update for February 2011 (circulated by email)

ii. Brigadier H.L.B. Salmon OBE – Further information re; Parking behind the Village Hall. (circulated by email)

11. Reports

a. Chairman's Report

The Chairman reiterated his personal thanks to Molly O'Connor

b. Clerk's Report

The Clerk reminded the Council that the Parish Hall had been booked for Thursday 28th April for the Annual Parish Meeting.

Further, that the Parish Hall would not be available for the Parish Council's Annual Meeting on the Thursday May 5th and the Congregational Church would be used instead.

The meeting closed at 9.44p.m.

Date of next meeting - Thursday 7th April 2011