# LAUNTON PARISH COUNCIL

Members of the Parish Council and the Parish Clerk had been available in Launton Parish Hall before the start of the formal meeting (from 7.00pm until 7.30pm) to meet with the public. All plans and correspondence were available for viewing and comments and **5** parishioners availed themselves of this opportunity. The formal meeting commenced at 7.30pm.

**Minutes of the meeting held on Thursday 7th May 2009**
**at 7.30pm in Launton Parish Hall**

**Present:** Councillors**:** Mr Simon Turner- Chairman, Mrs Audrey Tutt / Miss Wendy Foster – Vice Chairman, Mr Howard Hill, Mrs Molly O'Connor, Mr Ian Stubbings & Mr Roger Tompkins
**In attendance**: Mr Keith Dixon- Clerk, Councillor C Fulljames OCC (part-time), Mr D Thompson.

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

2. **Election of Chairman**
   Councillor Turner was proposed for re-election.
   **Proposed:** Councillor A Tutt **Seconded:** Councillor I Stubbings
   **All in favour.** **Motion carried.**
   Councillor Turner signed the Declaration of Acceptance of Office.
3. **Election of Vice Chairman**
   Councillor Foster was proposed as Vice Chairman.
   **Proposed:** Councillor M O'connor **Seconded:** Councillor A Tutt
   **All in favour.** **Motion carried.**
   Councillor Foster signed the Declaration of Acceptance of Office.

4. **To receive any Declarations of Interest in items on the agenda**
   Members are asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting. <u>(Please refer to the notes at the end of agenda)</u>
   There were none.

5. **To confirm the minutes of the last meeting -** The minutes of the meeting held on Thursday 2nd April 2009 were unanimously agreed as a true record and were signed and dated by the Chairman

   **Proposed:** Councillor S Turner **Seconded:** Councillor A Tutt
   **All in favour.** **Motion carried.**

6. **Report from Oxfordshire County Councillor for Launton**
   Councillor Fulljames acquainted the meeting with the major planning proposals under consideration. Oxfordshire continues to object to the Weston on Otmoor eco-town and holds a neutral position on Cherwell District Council's proposals for expansion on Bicester's northwest border.

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

8. **Financial:**
   a. To review and accept the annual accounts for the Parish Council to year ending 31st March 2009.
      The Accounts having been previously circulated at the Annual Parish Meeting were accepted.

   **Proposed:** Councillor A Tutt **Seconded:** Councillor S Turner

**All in favour.** **Motion carried.**

b. To review and decide on actions arising from the internal Audit of the Parish Council.
The internal auditor had made positive responses to all relevant questions in the Councils Annual Return except Question F which related to Petty Cash where a 'not covered' response was entered. The Clerk pointed out that the Council does not operate a Petty Cash book but has provision within its Code of Conduct for the purchase of stationery up to a pre-determined amount. All expenditure is supported by receipts, expenditure is approved by Council and VAT appropriately accounted for.

c. To review and concur the Local Council's Annual Return
   i. Statement of Accounts for Launton PC year ended 31st March 2009
   The statement of accounts in the Annual Return were agreed.

**Proposed:** Councillor S Turner **Seconded:** Councillor W Foster
**All in favour.** **Motion carried.**

   ii. Annual Governance Statement for Launton PC year ended 31st March 2009

   The Clerk pointed out that it was necessary to make 'No' responses to questions 2 and 7. This was because an action point identified after last years audit, to review the effectiveness of internal audit, had not been completed in the year to 31st March 2009.
   Councillors Turner and Hill agreed to conduct a review .
   **Action Councillors Turner and Hill**
   The Clerk to provide Councillors Turner and Hill copies of 'Governance and Accountability for Local Councils, a Practitioners Guide 2008' and include internal audit in the agenda for next months meeting. **Action Clerk**

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

d. To review alternative insurance quotes, approve an insurer for the year commencing 1st June 2009, and approve payment of premium.
The Clerk had previously provided a comparison of costs and benefits along with other explanatory material. On the basis of this material and subsequent discussion, the Council agreed to place its insurance with Norwich Union through the new broker identified by the Clerk . The Council also agreed to opt for the three year binding agreement at an improved premium and approved the expenditure.
Clerk to arrange insurance cover for the year commencing 1st June 2009 subject to establishing material information regarding any previous claims record.
**Action Clerk**

**Proposed:** Councillor I Stubbings **Seconded:** Councillor M O'Connor
**All in favour.** **Motion carried.**

e. To approve transfer of half yearly precept funds from the Parish Council's Bank of Ireland account to its Co-operative Bank account.
Transfer approved. **Action Clerk**

**Proposed:** Councillor S Turner **Seconded:** Councillor M O'Connor
**All in favour.** **Motion carried.**

f. To consider a proposal to transfer further funds from Bank of Ireland to the Co-operative Deposit account.
The Council considered it prudent to make a further transfer of £10,000.
**Action Clerk**

Clerk to arrange for Councillors Foster and Stubbings to be added to the Bank of Ireland authority mandate **Action Clerk**

**Proposed:** Councillor S Turner **Seconded:** Councillor R Tomkins
**All in favour.** **Motion carried.**

g. To confirm and approve expenditure for May
**Expenditure** for approval and payment in May 2009

| **Cheque No** | **Payee** | **Amount** |
|---|---|---|
| 200024 | Mr Jefferies – Bus Shelter | £ 80.30 |
| 200025 | K Dixon | £256.23 |
| 200026 | HMRC – K Dixon | £ 64.00 |
| 200027 | OALC - subscription | £209.17 |
| 200028 | ORCC - subscription | £ 20.00 |
| 200029 | Mr Dempsey – Grass Cutting | £340.00 |
| 200030 | Ian Black – Internal Audit | £ 50.00 |
| S/O | Launton Lines | £110.00 |
| | Insurance premium - to be defined | |

**Total Payments** for May 2009 **£1129.70** (excl. Insurance)
All above cheques drawn on The Co-operative Bank

h. To review income during April
**Income Received**

| **Source** | **Reason** | **Amount** |
|---|---|---|
| Co-Op Bank | Interest March | £ 0.06 |
| Co-Op Bank | Returned S/O payment | £ 110 |
| BOI | Interest April | £ 1.27 |
| CDC | Precept | £7500 |
| CDC | Sherwood Close Funds | £6586.67 |

**Total Receipts** for April 2009 **£14198.00**

Councillor Tutt proposed that since funds were now available, a maintenance plan should be developed for Sherwood Close. Clerk to include in next months agenda.
**Action Clerk**
Income was reviewed and expenditure approved.

**Proposed:** Councillor S Turner **Seconded:** Councillor W Foster
**All in favour.** **Motion carried.**

i. To review bank statements.

Banks statements were reviewed and unanimously accepted.

## 9. Planning

To discuss and decide upon correspondence received;

a. Planning Applications

i. Application No. 09/00455/F
Applicant Mr Mark Laitt
Proposal New dormer window
Location 23 Ancil Avenue

The Council resolved to object to the application on the grounds of it overlooking the adjacent property.

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

ii. Application No. 09/00343/F
Applicant Mr William Deeley
Proposal Demolition of rear wc and erection of a single storey garden room with boot room to side
Location Launton House , West End , Launton

The Council made no objection to this application.

iii. Application No. 09/00344/LB
Applicant Mr William Deeley
Proposal Demolition of rear wc and erection of a single storey garden room with boot room to side
Location Launton House , West End , Launton

The Council made no objection to this application but observed that windows shown in the illustrations had large panes rather than being divided by glazing bars to match the rest of the house.

**Proposed:** Councillor I Stubbings **Seconded:** Councillor H Hill
**All in favour.** **Motion carried.**

b. Planning Decisions

**i.** Tree Preservation Order
Order Number TPO (No. 4) 2009
One Sycamore tree
Location In the grounds of Water Moor House, Station Rd

ii. Appeal Decision Ref APP/C3105/A/08/2092982
Application No. 08/00694/F
Applicant Mr P Davies
Proposal Erection of two three bedroom dwellings
Location Land adjacent to no. 6 Blenheim Drive, Launton
**Decision** **Dismissed**

iii. Application No. 09/00138/F
Applicant Mrs Cathryn Lloyd
Proposal Erection of wooden stables with tack room and hay store
Location Stratton Field Stables, Launton Rd
**Decision** **Granted**

iv. Application No. 09/00175/F
Applicant Mr R Furneaux
Proposal Rear two storey and single storey extension
Location The Elms, Station Rd, Launton
**Decision** **Granted subject to conditions**

## 10. Village Matters

a. Allotments -To consider and decide upon the eight points defined in the Clerk's letter to the Council of the 13th April 2009 regarding the terms of the tenancy agreement between the Parish Council and the allotment association.
Having considered the points raised, the Council agreed that the contract should be modified in accordance with their directions, then presented to Cherwell District Council's legal department for review and comment. **Action Clerk**
The Chairman stated that there would still be scope for negotiation when the agreement was put to the 'Launton Plotters' allotment society.

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

b. To review and decide upon the submission received from a parishioner regarding the bus terminus in Blenheim Drive.
The Council considered the issue but did not support the request to approach Stagecoach to remove the stop.
The Council did share the views stated that having a bus obstruct the end of Blenheim Drive any longer than is necessary, to collect or discharge passengers and perform the turning manoeuvre, is a hazard to road safety and an inconvenience to residents.
Accordingly, the Council will approach Stagecoach to acquaint them with these facts, and to request that;
    a) bus drivers are directed to complete the turning/alighting/boarding operation as quickly as is safe to do so,
    b) idle time between the bus reaching the terminus and its scheduled departure from the next stop in Station Rd, is spent parked in Station Rd, rather than Blenheim Drive,
    c) when idle time is involved, drivers are instructed to turn off their engines.

**Action Clerk**

**Proposed:** Councillor M O'Connor **Seconded:** Councillor I Stubbings
**All in favour.** **Motion carried.**

c. To receive a follow-up presentation from Mr David Thompson on the village website and decide next steps.
David Thompson summarised developments and demonstrated the site to Councillors. He pointed out that there was still room to improve the service with more input from village groups. The Chairman suggested further discussion outside the meeting then thanked David on behalf of the Council for the work he had done to deliver a 'wonderful' website.

d. To consider facilitating the provision of a Tetrapak recycling point in the village.
The Chairman explained that currently these containers could not be recycled through normal processes but they were collected by OCC for specialised recycling elsewhere.
Clerk to investigate through OCC whether a collection point could be sited in the village. **Action Clerk**

## 11. Correspondence

a. To discuss and, where necessary, decide upon a response to correspondence for consideration:

i. Request from The Parish of the Assumption of the Blessed Virgin Mary for £1000 grant towards upkeep of the churchyard.
Request agreed

**Proposed:** Councillor R Tomkins **Seconded:** Councillor S Turner
**All in favour.** **Motion carried.**

ii. Cherwell Sustainable Community Strategy Workshop
The Chairman stated he intends to attend this workshop.

iii. Calor 'Village of the Year' competition
Councillor Foster expressed her enthusiasm for this event and, together with the Chairman, will propose it to the newly formed 'Launton People' group or if time permits, make a submission themselves on behalf of the village rather than as Councillors

b. Correspondence received for information (folder circulated)
   i. 'The Playing Field'
   ii. Bicester Hospital and Community Services Project
   iii. 'Public Sector Equality Duties'
   iv. Chiltern Railways 'Evergreen 3 Project'

**12. Reports**

Chairman's Report
The Chairman had received a letter concerning, amongst other things, the condition of bus stops.
Clerk to include the issue in next months agenda. **Action Clerk**

## 13. Clerk's Report

a. Sherwood Close Grass Area - To review progress on 'No Ball Games' sign. Sign scheduled for delivery within the next ten days.
b. Rural Exception Sites - Progress since last meeting – CDC had requested assistance in identifying ownership of Site 4.
c. Station Rd Drainage - To review response from CDC – On 6th May 2009 Mr Mike Smith, Clerk of Works for CDC had made a site visit with the Clerk in attendance. The Clerk read the action plan arising from that visit to the Council. In summary the plan states that, within the extent of the budget set aside for the work, and with the consent of landowners to achieve access, CDC will clean the ditches that clear water along, and away from Station Rd, and improve the pipework outside no.1 Sharpes Cottages.
Mr Smith had pointed out in the plan, that this activity would only be conducted once by CDC, since the responsibility for maintaining the ditches continues to rest with the landowners.
The Clerk expressed his appreciation for the responsive and positive attitude he had experienced in dealings with Mike Smith.
d. Street lighting proposal – Councillor Foster had followed up on the experience of the few other villages that had so far switched off any lights. It was agreed that the topic should be included in next months meeting. **Action Clerk**
e. Contract of Employment – The Chairman will meet with the Clerk to conclude the contract before next meeting. **Action Councillor Turner**

14. **Date of next meeting -** Thursday 4th June 2009
**Due to the European elections the meeting will be held in The Launton Congregational Church.**

The Meeting closed at 9.50 pm.