

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 until 7.30pm) to meet with the public. All plans and correspondence were available for viewing and comments and 3 parishioners availed themselves of this opportunity. The formal meeting commenced at 7.30pm.

Minutes of the meeting held on Thursday 1st October 2009 at 7.30pm in Launton Village Hall

Present: Councillors: Mr Simon Turner- Chairman, Mr H Hill & Mr Roger Tompkins,
In attendance: Mr Keith Dixon- Clerk

1. To receive and accept apologies for absence

Apologies were received from Cllr O'Connor, Cllr Tutt, Cllr Stubbings, Cllr Foster and County Cllr Fulljames.

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

Cllr Tompkins declared a personal and prejudicial interest in item 7a, Planning App. 09/01187/F, arising from him being a next door neighbour to the site in question.

3. To confirm the minutes of the last meeting - Thursday 3rd September 2009

The Chairman noted an error at minute point 8c which was amended. The minutes were then accepted as a true record.

4. Report from Oxfordshire County Councillor for Launton

None was available.

5. Report from Cherwell District Councillor for Launton

None was available.

6. Financial:

a. To agree Remembrance Day donations

As in previous years, donations to SSAFA and The Royal British Legion were approved.

Proposed: Councillor Turner
All in favour.

Seconded: Councillor Hill
Motion carried.

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

Expenditure for approval and payment in October 2009

Cheque No	Payee	Amount
200054	Mr Jefferies – Bus Shelter	£ 80.30
200055	K Dixon	£ 271.20
200056	HMRC – K Dixon	£ 67.60
200057	Mr Dempsey – Grass Cutting	£ 370.00
200058	Cheque Cancelled	
200059	SSAFA	£ 25.00
200060	Royal British Legion	£ 25.00
S/O	Launton Lines	£ 110.00
S/O	Launton Parish Hall	£ 42.00

Total Payments for October 2009**£ 991.10**

All above cheques drawn on The Co-operative Bank

Income Received

Source	Reason	Amount
Co-operative Bank	Interest September	£0.40
Bank of Ireland	Interest September	£0.01
Bank of Ireland	Precept	£7,500.00

Total Receipts for August /September 2009 £7,500.41**Proposed:** Councillor Hill**Seconded:** Councillor Turner**All in favour.****Motion carried.**

- c. To acknowledge scrutiny and acceptance of previously circulated bank statements.
Bank statements were accepted.

- d. To review Clerks performance and salary.
Following a review of the Clerk's performance during the September Council meeting, it was agreed that his salary should be set at Spinal Column Point 22.

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

- e. To review Mr Jefferies salary
The Clerk was made aware that Mr Jefferies salary is reviewed as part of the annual review of the Councils budget.
- f. To review the Council's Risk Assessment document.
The Clerk distributed a draft update to the Risk Assessment. The Chairman, Clerk and Cllr Hill, will meet to finalise a draft for circulation to the rest of the Council. Comments from the Council for inclusion will be invited before its next meeting.
- g. To consider Internal Audit requirements
At the meeting indicated at minute 6f, internal audit requirements will be considered with a view to ensuring the audit's effectiveness and relevance to the Council's business.

7. Planning

- a. To discuss and decide upon Planning Applications received;
- i. Application No. 09/01187/F
 - Applicant: Mrs Lisa Jones
 - Proposal Two storey side extension and single storey rear extension
 - Location Sandra, Bicester Rd Launton

At this point Cllr Tompkins left the meeting

In Cllr Tompkins absence, there were insufficient Councillors present to form a quorum and accordingly, no comment from the Council will be submitted.

Cllr Tompkins then rejoined the meeting.

b. Planning Decisions

i. Application No. 09/00771/LB
Applicant: Mr Peter Deeley
Proposal Installation of a spiral wine cellar within existing dwelling
Location Manor Farm, Bicester Rd, Launton
Decision Granted

ii. Application No. 09/00772/F
Applicant: Mr Peter Deeley
Proposal Installation of a spiral wine cellar within existing dwelling
Location Manor Farm, Bicester Rd, Launton
Decision Granted

The planning decisions were duly noted.

8. Village Matters

- a. Sherwood Close - maintenance programme – to review status
The Clerk reported that he had received a copy of the contractor's Public Liability insurance certificate and that the initial work would be conducted in the following week.
- b. Bus Shelters in the Parish - To agree a timescale for the completion of remaining tasks to improve the condition of the shelters.
Refurbishment of the shelter will be undertaken during October
Action Cllr Turner, Hill and Tompkins
- c. Calor 'Village of the Year' competition- to review progress.
Carried forward for next meeting
- d. Speed recording devices – To review developments and reach a decision on funding.
Carried forward for next meeting
- e. Weed clearance – Station Rd pedestrian refuge. To review status
The Clerk reported that the contractor TL Jenkins had verbally accepted the contract. Clerk to update Council on progress at next meeting. **Action Clerk**
- f. The Glades – Tree maintenance – to decide a course of action to deal with a dead tree.
The Clerk presented a comparison of quotes received. After discussion of the costs and suitability, the Council resolved that contractor Ben Acreman's quote to remove the dead tree, grind the stump and replant with a 3m Common Beech should be accepted.
Action Clerk

Proposed: Councillor Hill
All in favour.

Seconded: Councillor Tomkins
Motion carried.

9. Correspondence

- a. To discuss and, where necessary, decide upon a response to correspondence for consideration:
- i. To review and decide upon the Council's submission to C.D.C's consultation on its Sustainable Community Strategy.
All present reviewed the Chairman's draft response which incorporated all views previously presented. The submission was accepted as the Council's response.
Clerk to forward to CDC. **Action Clerk**
 - ii. Invitation to Annual Parish Liaison Meeting
The Chairman stated his intention to attend and directed the Clerk to check the availability of absent Councillors before returning the invitation to CDC. **Action Clerk**
 - iii. Oxfordshire Waste Partnership. Fly Tipping information Pack
The Council reviewed the pack and completed the feedback questionnaire supplied. Posters to be displayed on notice boards. **Action Clerk**
Proposed: Councillor Turner **Seconded:** Councillor Tompkins
All in favour. **Motion carried.**
- b. Correspondence received for information
- i. ORCC Quarterly Parish Council Report
 - ii. CDC Rural Affordable Housing Plan
 - iii. OCC Use of Road Safety Team's Mobile information Unit
 - iv. OALC September Update for Members (appendix available on request)

10. Reports

- a. Chairman's Report
The Chairman gave an overview of the meeting he attended with Cllr Foster, along with members of Bicester Town Council, concerning the Bicester Eco-extension proposals.

The Chairman noted with regret, that Cllr Tompkins had given verbal notice of his intention to resign the Council with effect from the close of the December Council meeting.
- b. Clerk's Report
The Clerk reported on information received from CDC regarding drainage works in Station Rd. CDC's Clerk of Works reported he has provisionally accepted a quote for the work and, subject to permission from the landowner to cross the land to access the ditch behind No1. Sharpe's Cottages, work would commence within the next three to four weeks.
The Clerk had also been copied on correspondence to CDC expressing serious concern that obstacles like access had not been resolved by now.

The Clerk advised the Council that he would be submitting his office expenses, as provided for by his contract of employment, for the year to date in December and thereafter, at six month intervals.

The meeting closed at 8.50p.m.

11. **Date of next meeting** - Thursday 5th November 2009
Launton Parish Hall