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 the public. All plans and correspondence were available for viewing and comments.

Minutes of the meeting held on Thursday 2 May 2019 at 7.30pm in Launton School Hall

Councillors Present: Mrs Lizzie Chisholm, Mr Chris Fox, Mr Mike Murphy, Mr Ed Sanders, Mrs Lesley Thompson, Mr Simon Turner (Chairman), Mrs Jeanne Walker

In attendance: The Clerk, Mrs Jane Olds; 3 members of the public

Apologies: None

1. **To elect the Chairman for the year 2019/20**
   Councillor Fox proposed, and Councillor Sanders seconded the proposal, that Councillor Simon Turner be elected as Chairman. The Council **RESOLVED** unanimously to elect Councillor Turner as Chairman.

   Councillor Turner signed the Declaration of Acceptance of Office form.

2. **To elect the Vice Chairman for the year 2019/20**
   Councillor Thompson proposed, and Councillor Turner seconded the proposal, that Councillor Chris Fox be elected as Vice Chairman. The Council **RESOLVED** unanimously to elect Councillor Fox as Vice Chairman.

   Councillor Fox signed the Declaration of Acceptance of Office form.

3. **To receive and accept apologies for absence**
   No Councillors were absent.

4. **Requests for Dispensations, Declarations of Interest, gifts and hospitality**
   No requests were declared.

5. **To facilitate public participation with regard to items on the agenda**
   Nothing was raised.

6. **Reports from District and County Councillors**
   No reports had been received.

7. **To confirm the Minutes of the previous meeting held on 4 April 2019, previously circulated**
   The Council **RESOLVED** that the minutes be accepted as a true record and were signed by the Chairman.

8. **Update on progress from the Minutes – the Clerk / Chairman to report on progress of outstanding items which do not require further decision**

a. **Online Bank Account** – the Clerk reported that there was now the capability of another user authorising the payment which the Clerk had set up. Councillors Fox and Thompson would sign the form.
b. **Debit Card** – the form was ready for signing by Councillors Turner and Fox
c. **Policies: Complaints Procedure and the Gifts and Hospitality Policy** – had been published
d. **West End Drains** – the Clerk had asked for them to be cleared

9. **Finance**

a. **To receive the Finance Report**

As at 18 April, the Accounts stood at:

Co-op Current Account	£33,580.93
Co-op Deposit Account	£22,229.13

There were 6 outstanding cheques totalling £1,951.60

The Standing Order of £492.89 to pay the Clerk's March salary cleared on 1 April

The quarterly Standing Order of £42 for Hire of the Parish Hall cleared on 1 April

The Standing Order of £110 to Launton Lines cleared on 4 April

The first tranche of the Precept (£10,420) was received on 12 April

The Budget Monitoring sheet for the Year End was published. All overspends were agreed at the March meeting.

The Internal Auditor visited on 30 April for the final checks and to sign off the Internal Audit section of the External Audit report

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

The bank statements were reviewed and accepted.

c. **Risk Assessment** – to consider and agree the Risk Assessment for 2019/20

The Council considered the document and **RESOLVED** to agree to accept and adopt it.

d. **Statement of Accounts** – to consider and approve the Statement of Accounts for the year ending 31 March 2019

The Council **RESOLVED** to agree to approve the Statement of Accounts with the minor correction of the year on page 2 in the Funds Held section 'Co-op CA Bank Balance as at 31 March 19'.

e. **External Audit** – to agree to claim exemption due to being under the £25,000 threshold

The Council **RESOLVED** to agree to complete a Certificate of Exemption from submission to the External Audit and agreed the figures of £23,081 for the annual gross income and £20,359 for the annual gross expenditure as stated in the Statement of Accounts.

The Chairman and Clerk signed the Certificate of Exemption which would be sent off to the External Auditor.

f. **External Audit** – to complete the External Audit Annual Governance Statement for 2018/19
The Council **RESOLVED** to agree to all the Governance questions. The Chairman and Clerk signed the form.

g. **External Audit** – to complete the External Audit Accounting Statements for 2018/19
The Clerk provided the meeting with the figures and the Council **RESOLVED** to agree the Accounting Statements. The Chairman and Clerk signed the form.

h. **Internal Financial Controls** – to review effectiveness of the Internal Financial Controls using the revised policy
The Council reviewed the revised policy and **RESOLVED** to agree to adopt the policy which confirmed that the Council had effective internal financial controls.

i. **Effectiveness of Internal Auditor** – to review the effectiveness of the Internal Auditor
The Clerk had circulated the draft document to review the effectiveness of the Internal Auditor which the Council considered and **RESOLVED** to agree.

j. **To appoint the Parish Internal Auditor for the year 2019/20**
The Council **RESOLVED** to agree that it was good practice to review the Internal Auditor every few years and that it would be appropriate to consider alternatives for the forthcoming year. The Clerk would send enquiries.

k. **To consider and agree the Insurance Renewal for 2019/20**
Following a thorough consideration of the three quotations which the Clerk had obtained, the Council **RESOLVED** to agree to maintain the insurance with Zurich Municipal at the negotiated cost of £460.85.

l. **To consider and approve invoices for payment itemised on the Payment Schedule**
The Council **RESOLVED** to approve the following invoices for payment:

Cheque no:	**Payee and reason**	**Budget**	**Amount**
200775	Prof David Rogers, No Expressway Group for 3 x ‘Under Threat’ signs	General Grants	£30.00
200776	Arrow Accounting for Internal Audit (invoice no P42)	Audit	£298.74
200777	Zurich Municipal for Insurance Renewal	Insurance	£460.85

10. Governance

a. **Councillor Responsible for Internal Financial Control** – to consider and agree the appointment
The Council **RESOLVED** to agree to appoint Councillor Fox as the Councillor responsible for internal financial control.

b. **OALC Executive Committee** – to consider nominating a Councillor for the OALC Executive
The Council **RESOLVED** to agree to nominate Councillor Chisholm who was willing to stand.

11. Training

a. To consider attendance at OALC courses over the forthcoming months

The Council **RESOLVED** to agree that Councillor Walker would attend the Roles and Responsibilities Course on Saturday 6 July and Councillors Murphy and Chisholm would attend the Roles and Responsibilities course on Wednesday 18 September. The Clerk would arrange the bookings.

12. Planning

a. Planning applications – to consider all recent applications received from Cherwell District Council detailed below and any other planning applications submitted between the circulation of this agenda and the meeting

No applications had been received.

b. Notice of Decision

The Council noted the following Notices of Decision:

i. Application Number: 19/00145/F
Proposal: Change of Use of Building 81 and 97 from Sui Generis MOD Use to workshops (B2) and/or light industrial (B1(c)) and/or motor sales showroom (Sui Generis) with associated external alterations to buildings. Addition of a brick enclosure adjacent to Building 146 for bin storage and alteration to existing door/window to create access to WC. Alteration to 2no former tank housing to create bin storage. The erection of a car port behind Building 129; extension to car parking area; alteration to circulation routes and removal of 3no trees.
Location: Bicester Heritage Buckingham Road Bicester
Permission for development subject to conditions

ii. Application Number: 19/00146/LB
Proposal: Addition of a new brick enclosure adjacent to Building 146 to create bin storage and alterations to existing door and window to create access to an accessible WC.
Location: Bicester Heritage Buckingham Road Bicester
Permission for development subject to conditions

iii. Application Number: 19/00189/F
Proposal: Extension and alterations to existing dwelling (Crossways) with alterations to vehicular access. Subdivision of land to provide site for new detached dwelling with new vehicular access - Resubmission of 18/01376/F
Location: Crossways, Blackthorn Road, OX26 5DA
Permission for development subject to conditions

iv. Application Number: 19/00266/F
Proposal: Creation of eleven car parking spaces
Location: Wyndham Hall Care Home, Skimmingdish Lane, OX26 5AF
Permission for development subject to conditions

v. Application Number: 19/00129/F

Proposal: Insertion of new windows and fire escape door in side and rear elevations. Provision of new internal store room with storage mezzanine over.
Location: Oxford Safety, 3 Longlands Road, OX26 5AH
Permission for development subject to conditions

vi. Application Number: 19/00080/TCA
Proposal: T1 x no 1018 - Fell due to bad decay.
Location: Bicester Heritage
Notice of intent to undertake works to tree in a conservation area

Original application sent to Bicester Town Council.

c. Notification of appeal

i. Application Number: 19/00163/F
Proposal: Erection of accommodation building and associated ancillary external works to accommodate gas fuelled demand response electric generation facility to support the National Grid
Location: Part Land East And Adj To Roundabout At Junction Of Bicester Road Launton
Councillor Turner spoke against the application at the CDC Planning Committee on 18 April and the application was refused. However, it has been referred to the Planning Inspector due to non-determination in the correct time scale.

13. Village Matters

a. Parish Hall Lease

i. To receive a progress report
Councillor Turner reported that the meeting with the PCC and the PCC Property Consultant to discuss the Lease and the Agreement to Lease had been productive with mutual agreement to the corrections to the documents. The Clerk would contact the Parish Council solicitor to work out the best way forward.

ii. To consider commencing the engagement of an architect
In order that the project could commence as soon as the Agreement to Lease was arranged, the Council **RESOLVED** to agree to discuss the project with the three architects which the PHIP group had already approached.

iii. To agree further action
No further action was necessary.

b. East / West Rail

i. To receive a progress report
No further progress had been received.

c. Yew Tree Close Field – to receive a progress report
No further progress had been made.

d. Post box – to receive a progress report
No further progress had been made.

e. **20mph Zone Outside School** – to receive a progress report and agree specification
No further progress had been made.

f. **Barriers Outside School** – to consider asking OCC to erect an additional barrier outside the school entrance for the safety of the children
The Clerk had written to OCC Highways and was awaiting a response.

g. **The Glades**
   i. **To receive an update on the 'no ball games' consultation**
   Councillor Turner would generate the random numbers ready for the letters.

h. **Launton and Cherwell Community Lottery** – to consider the proposal from CDC
The Clerk had circulated the publicity and would obtain a jpg version of the poster for Launton Lines. The Clerk would also send out the information to the groups on the Annual Parish Meeting mailing list.

i. **Expressway** – to receive a progress report
The signs had been ordered and installed.

j. **Village Tidy-up day** – to receive a report
Councillor Turner reported that there was a good turnout of 22 villagers and that a great deal of rubbish had been collected. Thanks were given to the WI for their delicious tea and copious amount of cake.

The Council **RESOLVED** to agree to purchase two extra long litter pickers.

14. Correspondence – to note correspondence received not otherwise on the agenda where decisions are not required
   a. **Enrych** – grant request (will add to July's list)
   b. **WI** – thanking for the cheque. They will be giving the contribution to Bicester Foodbank
   c. **Rural Services Network** - Bulletins
   d. **Bicester Good Neighbour Scheme** – thanking for grant cheque
   e. **Launton PCC** – thanking for grass cutting grant cheque
   f. **Healthwatch** - updates
   g. **Cllr Ian Corkin** – offering tours of food and garden waste recycling plants
   h. **Cllr Ian Corkin** – re West End
   i. **Emergency Planning Team** – re Crowded Places e-learning package
   j. **NALC** – Chief Executive's bulletin
   k. **Villager** – re renovating the pump
   l. **Clerks and Councils Direct**
   m. **OALC** – April update

15. Attendance at Meetings and reports from meetings / courses
   a. **CDC Parish Liaison meeting** – Wednesday 12 June
   The Council **RESOLVED** to agree that Councillor Turner and one other Councillor together with the Clerk would attend.

16. Reports

a. **Chairman's Report**
   The Chairman had nothing further to report.

b. **Clerk's Report**
   The Clerk had nothing further to report.

17. **Items for information or next Agenda only** – the Clerk requested all items for the next agenda be submitted by Thursday 23 May
    a. **Defibrillator battery** – Councillor Thompson informed the meeting that the battery was now 5 years old and it was recommended that it should be replaced. This would be taken from the Defibrillator Reserve, so the Clerk would arrange for a new one to be ordered.

    b. **Station Road Pump** – villagers had expressed an interest in helping to form a working party to renovate the pump. The Clerk would ask the CDC Conservation Officer for advice on appropriate colour and type of paint.

    c. **Station Road Bench** – Councillor Fox agreed to look at the bench which was in need of some attention.

18. **Date of next meeting** – Thursday 6 June 2019 at 7.30pm Launton Parish Hall

The meeting closed at 9.24pm

Notes on declarations of interest
Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered.
National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

Signed………………………………………………….. Dated**……………………………………………….**