

# 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 2<sup>nd</sup> December 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, Mr Ian Stubbings

**In attendance:** Mr Keith Dixon – Clerk

### 1. To receive and accept apologies for absence

Apologies were received from Councillor Molly O'Connor.

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

The Chairman declared a personal interest in item 9a arising from his membership of the Friends of Island Pond Wood.

### 3. To facilitate public participation with regard to items on the agenda

There were none.

### 4. To confirm the minutes of previous meeting – Thursday 4<sup>th</sup> November

The above dated minutes were unanimously agreed as a true record and were signed and dated by the Chairman.

**Proposed:** Councillor Turner

**Seconded:**

Councillor Fox

**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.

At this point the Chairman proposed moving to item 9a in order to accommodate the guest speakers from Friends of Island Pond Wood. Since there was no objection the topic was considered directly. (See Item 9a below).

### 7. Finance and Governance

- a. To confirm and approve expenditure for December and review income during November.

#### Payments for approval

Cheque No	Payee	Amount
200141	Mr Jefferies – Bus Shelter	£80.30
200142	Mr Jefferies – Bus Shelter	£80.30
200143	K Dixon	£412.10
200144	HMRC – K Dixon	£76.40
200145	Mr Dempsey	£345.00
S/O	Launton Lines	£110.00
<b>Total Payments in</b>	<b>December 2010</b>	<b>£1,104.10</b>

All above cheques drawn on The Co-operative Bank

## Income Received

Source	Reason	Amount
Co-operative Bank Current	Interest	£0.81
Co-operative Bank 14 Day	Interest	£3.85
Bank of Ireland	Interest	£0.01

**Total Receipts for** November 2010 **£4.67**

Income was reviewed and expenditure approved.

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

- b. To acknowledge scrutiny and acceptance of previously circulated bank statements.  
Bank's statements were reviewed and unanimously accepted.
- c. To review and if acceptable sign the internal auditors Letter of Engagement  
The Clerk presented the Auditor's letter which had been previously circulated for consideration describing amongst other things, the scope of work to be conducted, and it was proposed that the letter be signed.  
**Proposed:** Councillor Turner **Seconded:** Councillor Hill  
**All in favour.** **Motion carried.**  
The Chairman and Clerk signed and dated the letter.
- d. To review a draft complaints policy and procedure.  
The Council considered the policy which included amendments proposed by Councillor Burn and the procedure. Further amendments were proposed and agreed and the Clerk was directed to present both documents for adoption at the next meeting. **Action Clerk**
- e. To review the Asset Register and Maintenance Plan.  
The Clerk presented the Asset Register as at the 1<sup>st</sup> December 2010, and pointed out the changes relating to ownership and responsibility for the open space in Sherwood Close. He then presented the Maintenance Plan and pointed out that 2<sup>nd</sup> annual inspection of Bus shelters and Benches was due this month The Chairman and Clerk agreed to conduct the inspections. Councillor Hill affirmed that repairs to Station Rd shelter guttering would be concluded before the calendar year end. **Action Cllrs Hill, Turner and Clerk**  
The Chairman and Clerk signed and dated the asset Register and Maintenance Plan.

## 8. Planning

- a. To discuss and decide upon Planning Applications received.
- i. Application No.10/01343/F  
Applicant Mr Robert Wilkins  
Proposal Front and Side Extensions and sub-division to form 2 no. semi-detached units.  
Location Rosebank, Sherwood Close, Launton.  
The Council resolved that it had no objections or comment, to make on this application.  
**Proposed:** Councillor Turner **Seconded:** Councillor Stubbings  
**All in favour.** **Motion carried.**
- ii. Application No.10/01667/OUT  
Applicant Gallagher Estates Ltd



It was agreed that in the meantime, the Clerk would ask contractors who tendered for grass mowing in the village, to provide a separate quote for the wood. **Action Clerk**

It was proposed that the Council should support the initiatives described in the FOIPW presentation.

**Proposed:** Councillor Turner  
**All in favour.**

**Seconded:** Councillor Hill  
**Motion carried.**

- b. To consider and decide upon the quotation received from Mr P Bradford and further actions concerning maintenance of the open space in The Glades. The Council discussed Mr Bradford's quote and decided it needed further information regarding ground levels after the mulch was laid. The Clerk was directed to advise Mr Bradford of progress and the Chairman agreed to make a further site visit with Mr Bradford, if possible, to review the situation. **Action Clerk**

Concerning the overall condition of the footpaths, the Chairman observed that at many places on the highway pavements in the village, conditions were worse than across the open space. The Clerk was directed to seek advice from Oxfordshire CC regarding their views on when deformation of a footway represented a hazard. **Action Clerk**

- c. To consider what actions are appropriate to ensure emergency operations provision. After discussion and review of templates for village emergency plans, it was decided that all councillors would consider the kinds of things a plan should include, how it would be communicated and under what circumstances it would be invoked. **Action All Councillors**

The Clerk was directed to include the topic on February's Agenda when all next steps towards development of a plan would be outlined. **Action Clerk**

## 10. Correspondence

- a. Correspondence received for action

- i. CDC, Amy Smart – 'Consultation – Draft Guidance on Wind Turbine Development.' To consider whether the Council wishes to participate in the consultation.

It was proposed that the Council contribute to the consultation stating their view that the guidance was well thought out with reasonable evidence for the limits chosen.

**Proposed:** Councillor Turner  
**All in favour.**

**Seconded:** Councillor Hill  
**Motion carried.**

- ii. Oxfordshire County Council – 'Consultation on concessionary fares scheme.' To consider whether the Council wishes to participate in the consultation.

It was proposed that the Council would contribute to the consultation, endorsing the proposals which, it felt, struck a good balance between service delivery and cost.

- iii. St Mary's Parochial Church Council – Letter requesting annual grant.

The Clerk pointed out that in previous years the Council had made its grant in June.

After discussion it was proposed that the Council approve the grant of £1200 to be paid in June 2011.

**Proposed:** Councillor Turner  
**All in favour.**

**Seconded:** Councillor Foster  
**Motion carried.**  
**Action Clerk**

Clerk to advise the Parochial Church Council.

- b. Correspondence received for information
  - i. Oxfordshire Rural Housing Partnership – Quarterly Parish Council Progress Report (supplied by email)
  - ii. ORCC - News Bulletin November 2010 (supplied by email)
  - iii. Launton C of E Primary School - Invitation to official opening of the new School Hall (supplied by email)

## **11. Reports**

- a. Chairman's Report

The Chairman advised the Council that the Autumn Village Spring Clean had been reasonably well supported and thanks all those who participated in an effective clean-up. He also thanked Councillors Hill and Fox and the Clerk for their efforts in repainting the bus shelter at The Bull.

- b. Clerk's Report

There was none.

## **12. Date of next meeting - Thursday 6<sup>th</sup> January 2011**

The meeting closed at 9.20p.m.