

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. Four parishioners availed themselves of this opportunity.

Minutes of the meeting held on Thursday 5th August 2010 at 7.30pm in Launton Village Hall

Present: Councillors: Mr Simon Turner – Chairman, Miss Wendy Foster– Vice Chairman (part-time), Mr Chris Fox, Mrs Molly O'Connor and Mr Ian Stubbings

In attendance: Mr Keith Dixon - Clerk

1. To receive and accept apologies for absence

Apologies were received and accepted from Councillor Hill and from Councillor Foster (for part-time attendance).

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

There were none.

3. To confirm the minutes of the last meeting – Thursday 1st July 2010

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

Proposed: Councillor Stubbings
All in favour.

Seconded: Councillor Foster
Motion carried.

4. To consider any applications for co-option to the Council arising from Cllr Tutt's resignation.

Three applications had been received.

The Chairman proposed that three Councillors should meet with each candidate individually, to discuss their applications, if possible before the September Council meeting.

Proposed: Councillor Turner
All in favour.

Seconded: Councillor Foster
Motion carried.

It was proposed that the Council members who would meet with the candidates for co-option would be; the Chairman, Vice Chairman and Cllr Fox.

Proposed: Councillor Stubbings
All in favour.

Seconded: Councillor O'Connor
Motion carried.

5. Village Matters

a. Tree outside the Post Office in Sherwood Close.

The Clerk reported that he had been asked by the owner of the Post Office building if the Parish Council would prune the trees outside on the verge in Sherwood Close. The Clerk was also told that the land that the trees are situated on was sold to Ploughley DC when Sherwood Close was developed and that the tree was planted at the same time that the bench was installed by the Parish Council. The Clerk has written to Cherwell DC who is undertaking a land registry search to try and confirm their ownership of the land.

The Clerk was directed to continue to liaise with Cherwell DC and report progress at the next meeting. **Action Clerk**

b. Bushes and Tree in The Glades.

The Clerk had received a letter from a resident of The Glades asking that the brambles be cleared from the footpath behind no. 35. Discussions with the residents of no. 35 had determined that the land and shrubbery surrounding their house is not owned by them

Signed



Date

2/9/2010

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and copies of a map from their deeds have been made available to the Council. They have however, kindly cleared the brambles making safe access onto the open space. It was proposed that the Clerk engage a contractor to spend four hours clearing the footpath surrounding the shrubbery and cutting back brambles further and to continue to liaise with Cherwell DC to reach a definitive understanding on ownership. **Action Clerk Proposed:** Councillor Turner **Seconded:** Councillor Stubbings **All in favour.** **Motion carried.**

Reports from residents have alerted the Council to the poor state of health of the beech tree that was planted last December. The Clerk had spoken with the suppliers who advised that the dry spring and summer has caused distress to many trees and that regular watering may restore it. Cllr Foster reported that residents are prepared to water the tree.

At 8.00pm Cllr Foster left the meeting.

6. Report from Oxfordshire County Councillor for Launton

None was available

7. Report from Cherwell District Councillor for Launton

None was available

8. Finance and Governance

- a. To confirm and approve expenditure for August and review income during July.

Payments for approval and payment

Cheque No	Payee	Amount
200111	Mr Jefferies – Bus Shelter	£80.30
200112	K Dixon	£461.53
200113	HMRC – K Dixon	£76.40
200114	Broker Network Limited	£74.75
200115	P Bradford	£120.00
200116	M Dempsey	£690.00
S/O	Launton Lines	£110.00
Total Payments in August 2010		£1,612.98

All above cheques drawn on The Co-operative Bank

Income Received

Source	Reason	Amount
Co-operative Bank Current	Interest June	£0.77
Bank of Ireland	Interest June	£0.01
Launton Plotters	Insurance premium (tools)	£9.00
Total Receipts for July 2010		£9.78

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.

Banks statements were reviewed and unanimously accepted.

Signed *ST*

Date *2/9/2010*

- c. To review year-to-date payments and receipts against budget.
The Council considered previously circulated copies of the payments and receipts against budget and it was proposed that the account be accepted.

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

- d. To review, and if concurred, approve the amended model Standing Orders.
The Chairman gave a final draft to Cllr O'Connor with a list of amendments and would circulate the same to the rest of the Council by email. It is intended that the Standing Orders will be adopted at the next meeting.
- e. To review, and if concurred, approve the amended model Financial Regulations.
The Chairman identified a final issue with one of the clauses and directed the Clerk to seek clarification from NALC. **Action Clerk**

The Council accepted the Clerk's suggestion that, once the Standing Orders and Financial Regulations were adopted, they should be professionally printed and distributed to all members in binders capable of holding all of the Council's core documents.

- f. To review and if concurred, approve the amended Audit Plan.
Adoption of the Audit plan was deferred until the external auditors comments had been received and incorporated. The Chairman will typeset the document and circulate it in readiness for sign off in September. **Action Clerk and Chairman**

- g. To review the Asset Maintenance Plan and discuss and decide upon actions for the balance of the year.
The Council reviewed the maintenance plan and inspectors were defined for remaining assets.
The Clerk noted that the bench in Station Rd needed a strut replacing and volunteered to attend to it. The Council accepted his offer. **Action Clerk**

To enable Cllr Hill to contribute to the action plan concerning bus shelters, this item shall be included in next month's agenda. **Action Clerk**

- h. To review updated insurance arrangements.
The Council reviewed and accepted the new insurance arrangements reflecting the revised asset register and cover for Launton Plotters machinery.
Proposed: Councillor Turner **Seconded:** Councillor Stubbings
All in favour. **Motion carried.**

- i. To consider purchase of an updated version of Charles Arnold Baker's 'Local Council Administration'.
The Council directed the Clerk to determine when the next edition will be published and purchase either the most recent edition or the next one when it is available.
Proposed: Councillor Turner **Seconded:** Councillor Fox
All in favour. **Motion carried.**

9. Planning

- a. To discuss and decide upon Planning Applications received.

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|--------------------|---|
| i. Application No. | 10/00730/F |
| Applicant | Mr Phil Maidment |
| Proposal | Orangery to the north-west elevation. Erection of Car Port and relocation of gas tank and plinth. |
| Location | Ash Grove House, West End, Launton |

Signed

SEP

Date

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